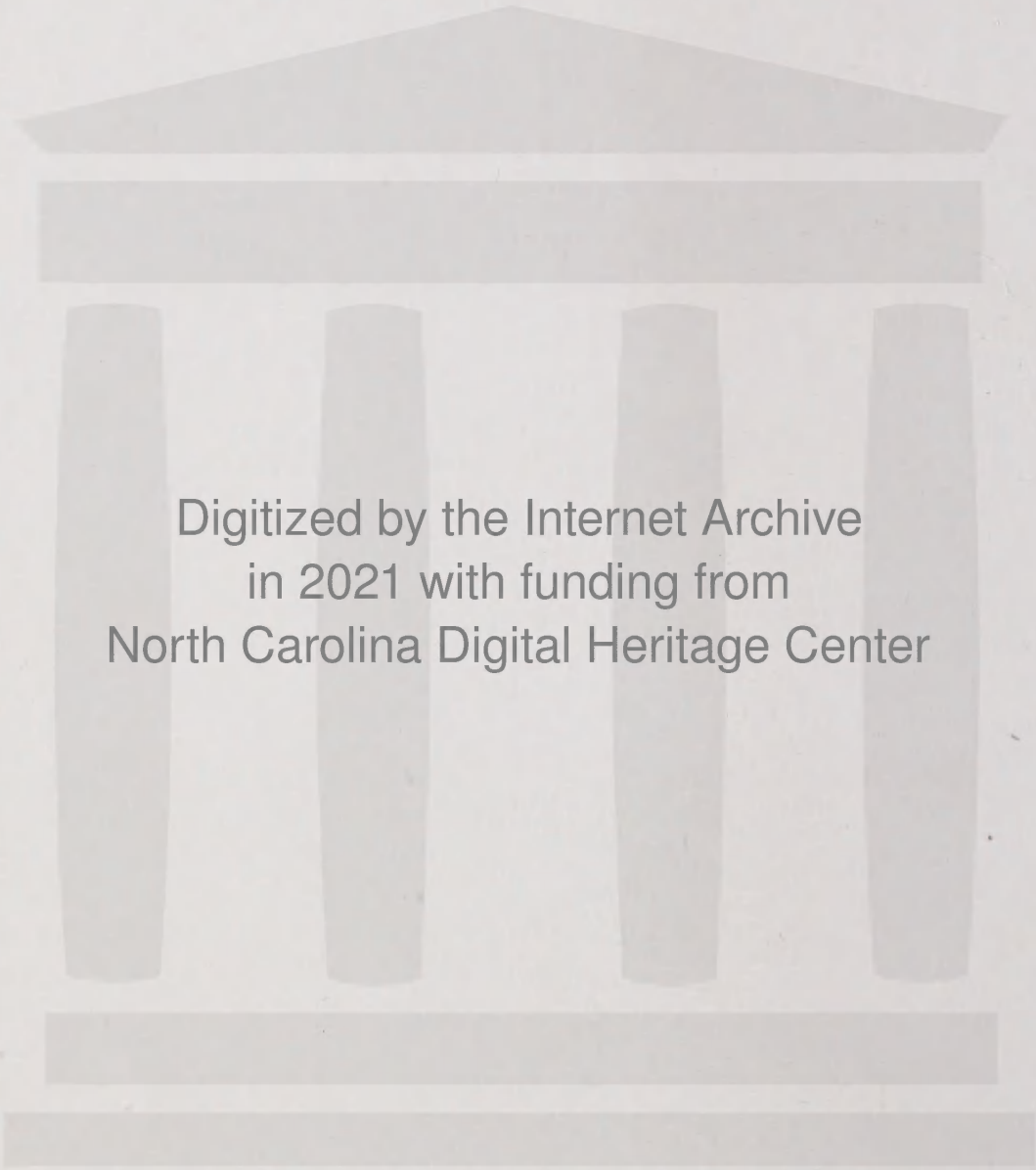
MITCHELL
COMMUNITY
COLLEGE

2007-2008
Catalog



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2007-2008 Catalog

This catalog is published by Mitchell Community College as an announcement of programs and courses. Its purpose is to provide information and does not constitute a contract. The College has the right to make changes in policies and procedures and to either add or withdraw courses as needed. The information contained in this catalog is accurate as of March 1, 2007. Interested individuals should inquire about updates/revisions as the admissions process is initiated.

Directory

If you have any questions after reviewing this publication, please look below to find the proper office to contact:

Admissions	704.878.3246/704.978.3111
Admissions/Counselors	704.878.3242/704.878.3364/704.878.3280/ 704.878.3288/704.878.3267
Alumni Services	704.878.3356
Basic Skills	704.878.3232
Bookstore	704.878.3275
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Cherry Street Center	704.878.4367
Continuing Education	704.878.3220
Cooperative Education & Student Job Placement	704.878.4263
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Disability Services	704.878.3267
Distance Learning	704.878.3332
Financial Aid	704.978.5435
Financial Services	704.878.4396
General Information/Switchboard	704.878.3200
Library Services	704.878.3271
MIND Center	704.878.3326
Mooresville Center	704.663.1923
Placement Testing	704.878.3242
President's Office	704.878.3205
Records & Transcripts	704.878.3243
South Statesville Skills Center	704.978.2460
Veteran Services	704.878.3254
Vice-President for Instruction	704.878.3264

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Statesville, NC 28677-5284

Visit MCC on the World Wide Web
http://www.mitchellcc.edu/

Correspondence and Phone Directory

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704.878.3200 • 704.878.0872 fax

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	Donavon Kirby	704.878.3267
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Student Activities	*Nikkole Davis*	704.878.3288
Student Services	*Dan Manning*	704.878.3281
Veteran Services	*Tracy Rapp*	704.878.3254

Greetings:

Welcome to Mitchell Community College! Our College has a fascinating 150-year history and an exciting future filled with possibilities. Enrollments are increasing at a steady pace as our county and region undergo dramatic growth and development. We prepare students to continue their studies in a wide range of fields at colleges and universities across the state, and we prepare students to enter vocational and technical fields to meet the demands of a highly competitive workplace. We also offer pre-college programs in adult basic education and literacy, as well as both short- and long-term occupational training in a large number of job-related fields through our Continuing Education Division. We would like to assist you in meeting any education or training needs you or your company may have. We pride ourselves on being very "user-friendly" by combining individual attention for each student with high-quality programs of instruction. We understand that your success is our success.

The publication you have before you is intended to give an overview of the College and the programs of study we offer. We hope you will review the material provided and make good use of the information about our institution. While it is impossible to anticipate every question a person might ask, we have tried to collect the most important information available about Mitchell Community College. If you do not find what you are looking for here, we hope you will visit one of our campuses or call us at 704.878.3200 or check out our Web site (http://www.mitchellcc.edu/) so that we can assist you in finding the answers to any questions you may have. Through education and training, we would like to help you make a wise investment in your future.

Sincerely yours,

Douglas O. Eason

Douglas O. Eason
President

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Academic Calendar

Fall Semester 2007

August 1, Wednesday ..... Ten-month faculty return
August 2-3, Thursday & Friday ..... Professional development
August 6, Monday ..... Faculty workday
August 7-9, Tuesday-Thursday ..... Fall semester final registration & payment
August 10, Friday ..... Faculty workday & new student orientation
August 13, Monday ..... Classes begin
August 15, Wednesday ..... End of drop/add for sixteen-week and first eight-week session
September 3, Monday ..... Labor Day holiday (college closed)
October 8-9, Monday & Tuesday ..... Fall break (no classes)
October 10, Wednesday ..... Last day of first eight-week session
October 11, Thursday ..... Second eight-week session begins
November 6, Tuesday ..... Early spring advising & registration begins for returning students (no classes)
November 22-23, Thursday & Friday ..... Thanksgiving holiday (college closed)
December 4, Tuesday ..... Last day of fall classes
December 5, Wednesday ..... Reading day (no classes)
December 6-12, Thursday-Wednesday ..... Final exams & end of fall classes
December 13, Thursday ..... Grades due/posted in computer by 3 p.m.
December 17, Monday ..... Grades mailed to students
December 24-31, Monday-Monday ..... Winter Holiday (college closed)

Spring Semester 2008

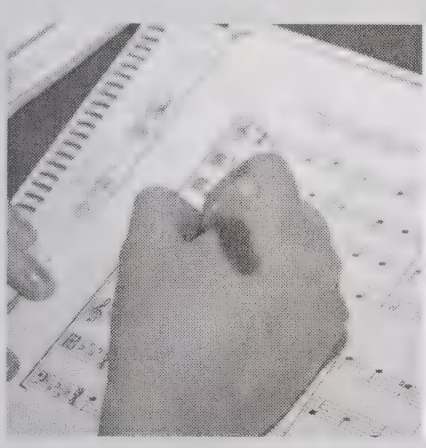
January 1, Tuesday ..... New Year's Holiday (college closed)
January 2, Wednesday ..... College reopens & professional development
January 3, Thursday ..... Spring semester final registration & payment
January 4, Friday ..... Faculty/staff workday & new student orientation
January 7, Monday ..... Classes begin
January 9, Wednesday ..... End of drop/add for sixteen-week and first eight-week sessions
January 21, Monday ..... Dr. Martin Luther King, Jr. holiday (college closed)
March 3, Monday ..... Last day of first eight-week session
March 4, Tuesday ..... Second eight-week session begins
March 10-15, Monday-Saturday ..... Spring break (no classes)
April 15, Tuesday ..... Early summer advising & registration begins for returning students (no classes)
April 29, Tuesday ..... Last day of spring classes
April 30, Wednesday ..... Reading day (no classes)
May 1-7, Tuesday- Wednesday ..... Final exams & end of spring classes
May 7, Wednesday ..... Associate Degree Nursing pinning ceremony
May 8, Thursday ..... Grades due/posted in computer by 3 p.m.
May 8, Thursday ..... GED graduation
May 9, Friday ..... Curriculum graduation
May 12, Monday ..... Grades mailed to students
May 12, Monday ..... Faculty/staff workday

Summer Semester 2008

May 13, Tuesday ..... Summer semester final registration & payment
May 14, Wednesday ..... Faculty/staff workday
May 16, Friday ..... Ten-week session begins
May 16 & 19, Friday & Monday ..... Drop/add for ten-week session
May 20 Tuesday ..... Early fall registration & advising begins for returning students
May 26, Monday ..... Memorial Day holiday (no classes)
June 2, Monday ..... Eight-week & first four-week sessions begin
June 3, Tuesday ..... End of drop/add for eight-week & first four week sessions
June 27, Friday ..... Last day of first four-week session
July 4, Friday ..... Independence Day holiday (College closed)
July 7, Monday ..... Second four-week session begins
July 28, Monday ..... Eight-week session ends
August 1, Friday ..... Ten-week & second four-week session ends. Last day of summer classes
August 4, Monday ..... Grades due/posted in computer by 3p.m.
August 6, Wednesday ..... Grades mailed to students

All dates in this calendar are subject to change.
Registration, refund & withdrawal dates for each term will be announced in the MCC Course Schedule.

12 days 04



General Information

General Information

Institutional Description

Mitchell Community College, founded in 1852, is a comprehensive, open-admissions community college dedicated to meeting the post-secondary education and training needs of the citizens of Iredell County and surrounding areas. The college provides an array of high quality programs at low cost in an historically rich environment. Mitchell is a student-centered institution where all persons are encouraged to develop their abilities in a community that respects diversity and is supportive of individual achievement. Concerned with the social, civic, cultural, and economic development of the community as a whole, instructional programs are focused on meeting the educational and training needs of all persons over eighteen years of age and persons sixteen years of age and older with special needs.

Location

Mitchell Community College is located in piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Iredell County is approximately 106,000.

Mission

Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of a multi-culturally diverse citizenry who live and work in a global society.

Purpose

Mitchell Community College commits its resources to the following purposes: to provide associate degree, diploma, and certificate programs to meet the pre-service and in-service work-force development needs for industry, business, government, and service occupations; to provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees; to provide each student the opportunity to develop the skills and values necessary to succeed in college; to provide student development services including admissions, financial aid, counseling, and career planning, job placement, testing, and student activities; to provide educational opportunities to meet the professional, personal, and cultural needs of the community; to serve the adult population with basic education and salable skills; to enhance personal development through general and continuing education.

Belief Statements

The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. We believe, therefore, *that the student is the focal point of all efforts of the college; that we are a college community that respects diversity and is supportive of individual achievement; that Mitchell Community College has a responsibility to enhance the social, civic, cultural, and economic development of the community and the global society; that Mitchell Community College has a responsibility to enhance the quality of life of the community; and that the door of opportunity for learning should be open to all who seek personal and professional development.*

Accreditation

Mitchell Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools. Inquiries regarding accreditation status can be addressed to: 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone: 404.679.4501.

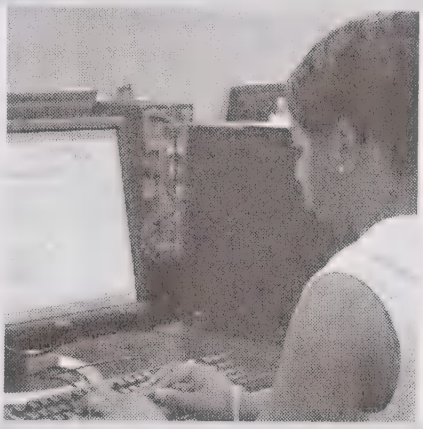
Membership

Mitchell Community College is a member of:

- American Association of Collegiate Registrars and Admissions Officers
- American Community College Business Officers
- American Association of Community Colleges
- American Association of Women in Community Colleges
- Association of Community College Trustees
- Carolinas Association of Collegiate Registrars and Admissions Officers
- Charlotte Area Educational Consortium
- College Stores Association of NC
- Commission on Accreditation of Allied Health Education Programs
- Cooperative Education Association
- Greater Statesville Chamber of Commerce
- International Association of Administrative Professionals
- Mooresville-South Iredell Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Association of Veteran Program Administrators
- National Council on Black American Affairs
- National Institute for Staff and Organizational Development
- National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006, 212.363.5555 ext.153)
- National League for Nursing: Associate Degree Nursing
- North Carolina Association of Colleges and Universities
- North Carolina Association of Community College Trustees
- North Carolina Association of Coordinators of Veteran Affairs
- North Carolina Citizens for Business and Industry
- NC College & University Personnel Association
- Southern Association of Colleges and Schools
- The College Board

Veterans

Persons enrolled in an approved program at Mitchell Community College will be eligible to receive Veteran's educational benefits if they qualify.



Admissions

Admissions

Admission

Mitchell Community College subscribes to the "open door" policy as set by the North Carolina Department of Community Colleges. It should be noted that a high school diploma or GED is required for entry into all post-secondary programs. The GED diploma serves as Mitchell's test of a student's ability to benefit from instruction.

Mitchell Community College is an equal educational opportunity institution; and in keeping with this policy, the college serves students without regard to race, color, sex, religion, creed, handicap, age or national origin.

Admission and Ability to Benefit Requirements

- High school graduate or GED equivalency diploma.
- Minimum age of 18 without a high school diploma or its equivalent qualifies for a "Special Credit Student."
- Minimum age of 16 with identified special needs and written permission from high school principal and/or superintendent of the school system the student would normally attend. This qualifies a student for dual enrollment and Huskins programs.

Admission Process

Completion of the following is required for all curriculum programs:

- Completed application;
- High school transcript/GED scores (if an associate degree or higher has been earned, high school transcripts/GED scores are not required);
- College transcript(s) (if transfer student);
- Placement tests (in some cases, student may be exempt from placement tests, depending on past college credit earned.)

Admission:

Associate Degree Nursing

The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the college does not, however, guarantee admission to the Associate Degree Nursing Program. Admission into the nursing program is **competitive**.

In addition to the Mitchell Community College requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing Program:

1. Completed Mitchell Community College application.
2. Associate Degree Nursing program application completed with advisor.
3. Graduation from an accredited high school, complete high school transcript, or equivalent as established by the GED test. Additional official transcripts, from any previous college attended, must be submitted.
4. Maintenance of at least a 2.5 grade-point average. All course work toward the AAS Nursing degree must be completed with a grade of C or better.
5. Completion of the following pre-requisite courses within the last five years with a grade of C or better, or demonstration of competency through challenge exams where applicable. One year of high school chemistry and/or CHM 131, Introduction to Chemistry, and CHM 131A lab or equivalent. One year of high school biology and/or BIO 111, General Biology I or equivalent.
6. Completion of the College Board Computerized Placement Tests with the following minimum scores*:

   92—Reading

   86—Sentence Skills (English)

   78—Arithmetic

   55—Algebra

**Minimum passing scores are subject to change.*

For a score less than any of those stated above, the student is required to retest following satisfactory completion of remedial work and upon presenting written verification of completion of such work.

7. Completion of a Nursing Assistant I course.

8. Current listing as a Nursing Assistant I on the Nurse Aide I Registry from the North Carolina Department of Health and Human Services Division of Facility Services.

9. Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant after receipt of conditional acceptance and prior to final admission into the nursing program.

10. Current CPR certification by the American Heart Association at the healthcare provider level by time of enrollment into the clinical nursing component.

11. Satisfactory completion of drug screening and criminal record check. (Clinical Agency requirement).

A limited number of openings exist in the associate degree nursing program. Admissions consideration begins January 1st of each year. Applicants will be accepted until February 15th of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: pre-requisite courses and grades earned, related courses and grades earned, grade point average, and previous post secondary degrees. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a nursing student at Mitchell Community College until the student receives official, written notification of admission to the nursing program as given by the Admissions Office and the student enrolls in the nursing courses.

Medical Assisting

In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into Medical Assisting.

- Successful completion of College Board Computerized Placement Tests with minimum scores of:

Reading	85
English	86
Arithmetic	58
Algebra	55
Keyboarding with <3 errors	25 WPM

For a score less than any of those above, the student is required to retest after successfully completing any prescribed developmental course(s) as a result of the testing scores.

- Minimum 2.0 grade-point average in secondary school and/or previous college course work.

Acceptance into the program is determined by completion of these requirements. Deadline for applications is April 30 of each year. Applications after that date will be considered on a space available basis. Upon official written notification of acceptance from the Admissions Office, the following is required:

- Early registration for fall semester
- Prior to enrollment in clinical courses, every medical assisting student must submit:
  - Validation of satisfactory physical and emotional health and current immunizations.
  - Validation of current CPR certification at the health-care provider level and First Aid certification.
- Satisfactory completion of drug screening and criminal record check prior to the start of the externship may be required by the externship agency and the student will bear the cost. Completion of a Nursing Assistant I course within the last two years or employment as a Nursing Assistant I is strongly encouraged.

The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an associate of applied science degree. After successful completion of the third semester, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination and seek employment as a Medical Assistant. The AAS degree could be completed at a later time.

The Mitchell Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312-553-9355, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Phlebotomy

In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into the Phlebotomy certificate program.

- Completion of required college placement testing with the following minimum score:

  Reading 80

  For a score less than the above, the student is required to successfully complete any prescribed developmental course(s) as a result of the testing score.

Acceptance into the program is determined by completion of these requirements. Deadline for applications is April 30 of each year. Applications after that date will be considered on a space available basis. Upon official written notification of acceptance from the Admissions Office, the following is required:

- Early registration for the fall semester
- Validation of satisfactory physical and emotional health and current immunizations.
- Prior to enrollment in the PBT 101 clinical course, every phlebotomy student must submit:
  - Current Certified Nursing Assistant-1 status with no encumbrances
  - Validation of current CPR certification at the health-care provider level
- PSY 118—Interpersonal Psychology completed or in progress, with a minimum grade of "C"
- Satisfactory completion of drug screening and criminal record check prior to the start of PBT 101 clinical may be required by the clinical agency. The student will bear this cost.

The Phlebotomy curriculum is structured as a certificate program. Students who successfully complete the required coursework may be eligible to take the ASCP certification examination.

Readmissions

Applications for readmission are required of all students for whom one academic year has elapsed since their last enrollment. Students must submit an application through the Admissions Office and be advised by a curriculum advisor concerning changes in their curriculum since their last date of attendance; any new degree or diploma requirements will be clarified at that time. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Admission—Transfer

Transfer students may enter Mitchell Community College upon completing the process outlined above. Official transcripts of all previous college course work must be submitted. Credit will be granted whenever possible, as stated in the Transfer of Credits Policy.

Admission—Visiting Students

A student who has been accepted by or is enrolled at another institution may enroll at Mitchell Community College as a visiting

student. Such students must complete an application and should have the permission of an appropriate official at the home institution. This official should specify the courses to be taken at Mitchell. The student should enroll in only the specified courses and then only if the required prerequisite courses or their equivalents have been completed.

Dual Enrollment Students

Dual enrollment allows high school or home-schooled students to enroll at Mitchell Community College to enrich their education experience and gain college credit while remaining in high school.

In order to meet the requirements of the program, a student must be 16 years of age or older, be attending high school at least half-time, and must submit a dual enrollment form signed by the appropriate high school or home school official. Dual enrollment students must meet standard pre-requisite requirements for courses and are not eligible for developmental course work. Tuition is not charged, but students must pay fees and buy required texts and materials.

Admission—Continuing Education

Students who are high school graduates or 18 years old or 16 years old with special permission are eligible to enter a continuing education program. Further information is available in the Continuing Education section of this publication.

Special Credit Students

A special credit student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree, diploma or certificate. Special credit students will be allowed to register for courses provided that prerequisite requirements are met. Under "special credit" status, a student may elect to take as many courses as he/she wishes.

For admission into a degree, diploma, or certificate granting curriculum program, students classified as "special" must do the following:

1. Complete Mitchell Community College's application for admission.
2. Show proof of high school completion (diploma or GED certificate).
3. Take the College Placement Test and meet the requirements as set by the College.
4. Be assigned an advisor in their area of concentration, if possible.

When a "special credit" student has completed the above requirements, he/she will be reclassified as a "degree-seeking" student. When "degree-seeking" status has been established, the student is bound by the catalog in effect at the time of the status change, and must satisfy all curriculum requirements outlined in that catalog. The student will work closely with his/her major advisor to plan courses that are applicable to his/her program.

International Applicants

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States and meet the Department of Homeland Security requirements for entry into the United States. Furthermore, the Test of English as a Foreign Language (TOEFL) and the college placement tests are required of all international applicants. Students should contact a university in their native land for information about the Test of English as a Foreign Language. International applicants should write to the International Student Advisor at Mitchell Community College for additional information or visit the College website at www.mitchellcc.edu/studserv/admissions/interntl.cfm.

Placement Testing

Mitchell Community College uses the Computerized Placement Tests (CPT) to assess student skills in reading, English, math, and keyboarding. Based upon placement test scores, students may be required to enroll in developmental courses.

Prospective students are encouraged to 'review' prior to taking the placement tests. Information on review opportunities can be obtained from any of the College Counselors. In competitive admissions programs such as nursing, medical assisting, and phlebotomy, competencies in reading, English, math and keyboarding must be demonstrated. Placement test scores are valid for three years.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of "D" or better was earned and a comparable course is offered at Mitchell Community College may be accepted if transfer is appropriate to the student's program of study, provided the student has an overall "C" average. If the overall average is less than 2.0, only grades of "C" or better will be accepted. Credit toward programs may be accepted from other agencies at the discretion of the College.

Final acceptance or rejection of transfer credits lies with the College. A minimum of 20 semester hours credit must be earned at Mitchell to be eligible for graduation in an associate degree level program. Only 25% of the total credit hours in a diploma or certificate program may be accepted as transfer credits.

Residency Requirement

Under North Carolina Statute 116-143.1, a person must qualify as a resident for tuition lower than that for nonresidents. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in North Carolina. In particular it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant, who must show his or her entitlement by the preponderance (the greater part) of the residentiary information. Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination. Further information and necessary classification forms may be obtained from the Director of Admissions and Records.

Regulations concerning the classification of students by residence are set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of the manual is available in the Office of the Director of Admissions and Records.

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. Only courses completed within the new program will be used to calculate the grade point average for graduation purposes. When a change of program is made, students must follow the program requirements in the current catalog.

College Level Examination Program

Credit may be allowed for up to 20 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

College Board Advanced Placement Program

Credit may be allowed for up to 20 semester hours of college work based on exams as given through the College Board Advanced Placement Program. Scores on the exams must be three, four, or five. Credit is allowed only if appropriate to the student's program of study.

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI.

School Service Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the College.

Drug and Alcohol Policy

Mitchell Community College recognizes its obligations to all employees, students, and the general public to provide and maintain a safe environment free of alcohol and illegal drugs. Employees and students are expected to be free from the influence of the illegal use of drugs, alcohol, or other intoxicating substances. The unauthorized use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other controlled or intoxicating substances, or being under the influence of illegal drugs or controlled or intoxicating substances is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities.

If any employee or student pleads guilty or is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Each employee or student is required to inform the college, in writing, within five work days after he or she pleads guilty or is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The College must notify the U.S. government agency, with which the grant was made, within ten days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the College Work Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the

college and the organization specifies that the organization is considered to be the employer.

If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Communicable Disease Policy

Mitchell Community College places a high priority on the need to prevent the spread of serious communicable diseases by maintaining a safe and healthy work environment for all its campuses. The College is committed to educating its staff, students and the community about serious communicable diseases. The College will comply with all state and federal laws or regulations regarding these issues.

Disposal of Medical Waste

All members of the College community must properly dispose of medical waste (treatment and/or testing devices such as needles, diabetic blood or urine testing materials). Each of the three campuses has disposal facilities. For exact locations of approved medical waste disposal containers, contact the Coordinator of Campus Safety and Security.

Continuing Education

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The College provides opportunities for people to pursue vocational, cultural, and civic interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment.

Classes are generally held at the Continuing Education Center, located at 701 West Front Street in Statesville. Continuing education classes are also offered at the Mooresville Center, 219 North Academy Street in Mooresville, and at various other locations throughout Iredell County. Continuing Education Units (CEU's) are awarded in accordance with Southern Association of Colleges and Schools criteria.

Attendance

The attendance requirement for most classes is 80%. Other criteria may be necessary to satisfactorily complete the course.

Fees and Supplies

Registration fees are established by the North Carolina State Board of Community Colleges and are subject to change. These fees vary according to instructional time, course content and equipment requirements. The charges for self-supporting classes are based on the cost of course delivery.

Cancellation and Refund Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will be issued a full refund.

Preregistered/prepaid students who officially withdraw from a course prior to its beginning will be issued a full refund.

Participants who officially withdraw from a course prior to the 10% point will be issued a 75% refund.

Participants who withdraw from a course after the 10% point are ineligible for a refund.

Course Repetition Policy

The following course repetition policy became effective for all occupational courses, which began on or after September 1, 1993. A student enrolling in the same continuing education occupational course more than twice within a five-year period will pay the full student cost per scheduled hour or the current state fee, whichever is higher.

This provision is waived if course repetition is required by certification or licensing standards pertaining to the course in which the student is enrolled. Rescue personnel may repeat courses, which are required by certification or licensing provisions and are directly job-related.

Community Service

Community Service Programs are designed to appeal to the avocational and special interests of adults in our community. Classes in cake decorating, painting, photography, pottery, sewing, stained glass, and other topics are sponsored through this program. There is a charge for these courses. The community services program also sponsors the band, community chorus, inspirational choir, and various special events.

Occupational Extension

Programs are delivered through occupational extension which contribute to the economic development of the region. Classes are offered which upgrade the skills of those currently employed and prepare other individuals to enter the work force. Pre-licensing, certification and continuing education course requirements for numerous occupations such as real estate, notary public, building contractors, and vehicle safety and emissions inspection are scheduled on a regular basis.

Allied Health

These courses relate to the medical field. Nurse assistant and emergency medical training lead to state certification. Courses for initial certification, recertification and job upgrade are available. For further information, telephone 704.978.5443.

Fire Science

Mitchell Community College serves as the educational provider for training volunteer fire and rescue personnel in Iredell County. To take classes, persons must be active members of a volunteer fire department or rescue squad. These classes are currently free of charge to volunteer firemen/rescue personnel.

HRD

The Human Resources Development (HRD) program of Mitchell Community College is designed to provide employability skills training for unemployed and underemployed adults. The program addresses topics such as the impact of technology in the workplace, re-employment procedures, effective communication skills, resume writing, interviewing strategies, college preparation, study skills, and career exploration. These classes are beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for retraining.

HRD offers an Employability Lab that is designed to assist unemployed adults with basic employability skills such as keyboarding, introductory computer skills, resume writing, interviewing, and using the Internet during the job search. Mitchell Community College also offers an Employability Lab for English as a Second Language (ESL) students that is facilitated by a bilingual instructor.

Career Readiness Certificate (CRC)

The Career Readiness Certificate (CRC) is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills. CRC participants are assessed in: *Reading for Information, Locating Information, and Applied Math.* Based on assessment results, customers may take the nationally recognized WorkKeys Test and earn a *Bronze, Silver, or Gold Certificate* that will demonstrate proficiency in these three areas.

Basic Skills Programs

Adult Basic Education (ABE)—provides adults reading, writing, and math instruction in grade levels 0 through 8.

General Educational Development (GED)—The High School Equivalency Program is designed to test a person's knowledge in five areas: English, math, reading, natural science and social studies. Upon satisfactory completion of tests, the equivalency diploma is issued by the North Carolina Community College System. The GED is recognized as the equivalent of a high school diploma. To qualify for this program, you must:

1. Be a legal North Carolina resident;
2. Be at least 18 years old. Special need 16-17 year olds may be served upon completion of Minor Release Form that requires notarized parental permission, and release from the public school system. The GED examiner should be contacted for further information. **FEE:** $7.50 initial testing fee.

English as a Second Language: Teaches reading, writing and speaking English to adults for whom English is not their primary language.

Basic Skills in the Workplace: This program is designed to meet the needs of the employer and the employee in the performance of their work. Employees receive instruction in areas such as reading, computation, problem solving, communication skills and team-working skills. Workplace vocabulary, safety procedures, workplace forms, recording time cards and various computer-assisted instructions using workplace software may be incorporated in the curricula.

Veteran/Dependent/ National Guard/ Reserve Assistance

GED programs are directed by the NC Community College System, State Board of Community Colleges and managed by individual colleges. This institution has approval for the GED program.

To ensure the programs comply with standards established for the Department of Veterans Affairs, GI Bill educational benefits contained in CFR 38, 21.4253 & 4254, this institution administers the following procedures.

This institution complies with requirements outlined in the GED Testing Procedures Manual.

Records for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with DVA reporting requirements (attendance, progress & rate of pursuit).

Attendance: For students receiving GI Bill benefits while enrolled in this program, three unauthorized absences in a calendar month will result in probation. Students who do not maintain 85% attendance rate will be terminated (institutional standard may be used when above 85%).

Standards of Progress: For students receiving DVA Education benefits while enrolled in this program, progress will be measured monthly; will be measured against State or institutional test results (minimum grade equivalent to 70%). Student's progress will be classified as satisfactory or unsatisfactory at the end of the month. When progress is determined to be unsatisfactory, students will be placed on probation.

Probation: The following probation standards will be administered for students eligible for DVA Education benefits:

- For attendance, two months probation, maximum
- For standards of progress, two months maximum probation for clock-hour or semester-hour program.

At the end of probation when students have not attained standards, school officials will de-certify students for DVA education benefits.

Recertified: Officials will manage recertification using school standards; however, students may be recertified only after supervisors determine conditions have returned to satisfactory status. After two interruptions for benefits, students may not be recertified to VA for this program.

Business and Industry Services

Customized Training Programs

General and customized training programs are available to business and industry. These programs are designed to meet specific business or industry needs. They may be held at the business location or at the College. These programs often address technical skills, computer operations, team development, supervision and leadership. The cost of these courses varies.

WorkKeys Employment Assessments and Job Profiling

These services are available to employers who need an EEOC-compliant method for assessing current or potential employees. Assessments are completed using WorkKeys, a nationally recognized system for determining the skill sets and work-related competencies that are critical to job success. Job profiling is also available to provide a tailored description of any specific job and to identify the skill requirements relevant to that particular position.

Small Business Center

The purpose of the Small Business Center is to attract, train, counsel, and provide educational services for existing and prospective small business owners and employees. The mission of the Small Business Center is to be active in the economic growth of Iredell County by providing assistance to small businesses in order to increase the number of start-ups, expand existing small businesses, and reduce the number of small business failures.

Seminars, workshops, and courses designed for small business owners and employees are offered each semester. Many of the seminars and workshops are provided at no cost to the participant or for a nominal fee. Expert presenters from all areas of North Carolina are brought to the campus to assist in meeting the training needs of small businesses.

The Small Business Center also provides a wide array of courses in computer technology. A variety of short courses are available providing training on various software packages that include the following: word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs.

In addition to educational programming, the center provides networking opportunities for clients with many other resources available to assist the small business owner, particularly the Small Business Technology and Development Center, Winston-Salem State University.

New and Expanding Industry

This program provides for the training needs of industries new to Iredell County and also for existing companies that are undergoing a major expansion, which results in the addition of twelve or more new production jobs. The training program is administered by Mitchell Community College and serves the total college service area of Iredell County. The state of North Carolina funds the new and expanding industry program, with the funds being supplemental to the overall college operational budget. Flexible training programs are designed cooperatively with the industry and local college personnel, with customization the primary criterion for meeting the particular needs of each industry.

Focused Industrial Training

The Focused Industrial Training Program was created by the North Carolina Community College System to strengthen the partnership for training between the private industrial community and the local community college in an effort to maintain a trained work force on an on-going basis. This program is able to address changes in new technologies by providing customized training.

Focused Industrial Training can serve the training needs of an existing industry's skilled and semi-skilled work force through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations. This program fills training needs that are outside the guidelines for occupational extension, new and expanding industry, and the vocational and/or technical curriculum.

Mooresville Center

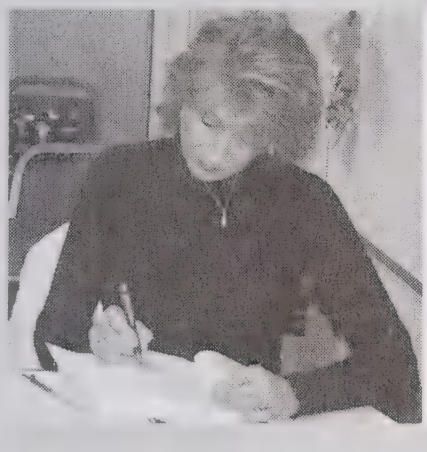
The Mooresville Center is located at 219 North Academy Street in Mooresville. For the last twenty years, this center has continually grown to accommodate the community's needs. The latest expansion to the center is a new wing that is filled with several classrooms, a state-of-the-art computer room and a large conference room that can accommodate large meetings as well as lectures.

Curriculum programs offered at the Mooresville Center throughout the year include college transfer, accounting, business administration, early childhood, information systems, medical assisting, and phlebotomy.

Other classes offered at the center include Occupational Extension courses, New and Expanding Industry Training, Focused Industrial Training, Community Service Courses, Small Business Seminars, English as a Second Language, and a wide array of Allied Health classes.

The Mooresville Center also houses a learning lab that offers Basic Skills preparation, GED preparation, and a Compensatory Education class.

The Mooresville Center hours of operation are from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Weekend classes are scheduled on a regular basis. Please telephone the Center at 704.663.1923 for further information.



Expenses & Financial Aid

Expenses

Student Charges and Refunds

Mitchell Community College operates on the semester system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice. Tuition and fees for each semester are payable on or before the tuition due date published in the MCC course schedule. Verification for sponsored billing must be received by Financial Services before a student will be allowed to register without making payment at the time of registration. A new sponsor authorization is required for each semester. A student who has an outstanding balance due to the College is not eligible for re-registration. Students will not be allowed to graduate, receive a diploma or certificate, or a transcript of their records, nor will any information concerning their records be forwarded to any other institution or other person so long as the delinquent account is outstanding.

General Guidelines for Student Charges and Refunds

Tuition: Current tuition charges are $39.50.for in-state and $219.50 for out-of-state per semester hour with a maximum charge of $632.00 and $3,512.00 per semester, respectively. Tuition and fees are subject to change by action of the North Carolina Legislature.

Exceptions: Students who have paid tuition at one institution and who are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the semester. The institution to which they are transferring will accept the permission letter in lieu of payment. A student may enroll for the same semester at two or more institutions within the North Carolina Community College System. The total amount of tuition paid may not exceed the maximum charge. N.C. residents 65 and over are not required to pay tuition.

Refunds: Mitchell Community College issues tuition refunds according to the North Carolina state policy as published in section 2D.0200 of the North Carolina Administrative Code. That code permits full tuition refunds to be made if a student withdraws prior to the beginning of the first day of the academic term. A 75 percent refund may be made upon request of the student if the student officially withdraws from class(es) prior to or on the official ten percent point of the academic term. Request for refunds will not be considered after the ten percent point. Student activity, technology fees and special course fees are not refunded. Students receive full refunds for classes cancelled by the College. If a student dies during the semester, all tuition and fees for the semester are refunded to the estate of the deceased.

Returned Checks: A $25.00 service fee (as set out in G.S. 25-3-512) will be charged to the student's accounts receivable file for all checks returned from the bank due to insufficient funds and/or closed accounts. An exception would be made if the College is notified by the bank that the returned check was the result of a bank error.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: $30.00 for the first degree and $10.00 for each additional degree. These fees are non-refundable.

Audit Fee: Regular tuition charges apply for classes taken for audit.

Student Fee: All students are charged $1.50 per credit hour up to eight hours or a single fee of $19 for nine or more hours.

Exceptions: Persons who are employed as law enforcement officers are not charged a student activity fee. Documentation must be presented at the time of registration.

Transcripts: No transcript is released without the written permission of the student and twenty-four hours notice is required. Transcripts will not be released until all financial obligations to the College have been met. There is no charge for transcripts.

Books: Cost of books will vary from program to program; however, most students pay an estimated $850 for books for the academic year.

Optional Fees: Fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. All students are charged $1.00 per credit hour up to a maximum of $16.00 per semester as a computer use and technology fee. All optional fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable before the first day of the academic term.

Veteran/Dependent/ National Guard/ Reserve Assistance

Eligibility: Persons enrolled in an approved program at Mitchell Community College will be eligible to receive veteran's educational benefits if they qualify.

Exclusions: Audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, courses for which transfer credit has been awarded, repeated courses with a passing grade, or any other courses not counted toward graduation will not be used in calculating hours for payment purposes. GED attendance and standards of progress: see page 26.

Attendance: Recipients are paid while in class attendance. A student who withdraws from class must notify the Assistant Financial Aid Director immediately to avoid overpayment. The student is responsible for notifying the Assistant Financial Aid Director and the Director of Admissions and Records of any reason for non-attendance. Recipients of veteran's education benefits are mailed attendance sheets at the beginning of each semester to be completed by the student, and signed by the instructor. The student is required to return this sheet to the Assistant Financial Aid Director on each reporting date indicated on the form. In addition, all students who are receiving either the Montgomery GI BILL Active duty or Selected Reserve MUST now verify their enrollments monthly to receive payments. This verification can be done either by using the WEB Automated Verification of Enrollment (WAVE) application located at http://www.gibill.va.gov or by using an automated telephone system (IVR) at 1.877.823.2378 and following the prompts.

Standards of Progress: Recipients must meet the requirements for academic progress as set forth in the *College Catalog* and the *Student Handbook*. Any recipient failing to meet the Satisfactory Academic Progress standards will be placed on academic probation. If at the end of the probationary semester school standards are again not met, a second semester of probation will be allowed. If at the end of the second probationary semester school standards have not been met, the student's enrollment will be terminated for unsatisfactory progress with the Department of Veteran Affairs and be referred to a Mitchell Community College counselor to set up conditional status guidelines. Counseling notes will be provided to the Assistant Financial Aid Director. When the student has met the conditions as set forth by the counselor, the Assistant Financial Aid Director will be notified, and the recipient will be eligible to be certified with the Department of Veteran Affairs at the beginning of the next semester.

Application Process: Students should apply for admission to Mitchell, contact high school and colleges attended to send official transcripts to Mitchell Community College, provide the Admissions and Records Office with service schools or tests which may be evaluated for credit, contact the Assistant Financial Aid Director for an application for benefits, and provide additional information, if needed, for certification.

Payment Guidelines: Mitchell Community College does not participate in the Advance Payment Program. Recipients of VA Education benefits are required to pay all charges at the time of registration. Payments of educational benefits are made directly to the recipient by the Department of Veteran Affairs for the period the veteran is in attendance in an eligible program.

Service Members Opportunity College

Having pledged to abide by the principles and criteria of Service Members Opportunity Colleges (SOC), Mitchell Community College has been designated as a Service Members Opportunity College.

U.S. Army Reserve Officers Training Program

Mitchell Community College offers a cooperative program administered by Davidson College. Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C.

Financial Aid Information

The purpose of financial aid is to provide access for students who would be unable to attend college without assistance. Applying for Financial Aid is an annual process.

Application Procedures: Apply for financial aid over the Internet at http://www.fafsa.ed.gov. Be sure to list Mitchell Community College (Federal Code 002947) in step six on the FAFSA.

Once the Financial Aid Office receives the student's electronic ISIR (Institutional Student Information Record), as a result of applying for financial aid, the student will be mailed a document tracking letter requesting additional documentation, if needed. If no additional documentation is needed and the student has a complete file, the student will be notified of their eligibility by letter. Please contact the Financial Aid Office for more information.

Types of Financial Aid Available: Federal Pell Grant, Federal Work-Study Program (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), North Carolina Education Lottery, Scholarship (NCELS), North Carolina Student Incentive Grant (NCSIG), North Carolina Community College Grant (NCCCG), Scholarships, National Education Program, Veterans Education Benefit (See Veteran's Coordinator), and Child Care Grant (see Child Care contact). A student may receive several different awards.

Financial Aid Deadlines: To guarantee the use of financial aid during early registration each semester, a complete financial aid folder (all documentation requested) will need to be on file in the Financial Aid Office by the following deadline dates each semester:

- Fall 2007—July 13
- Spring 2008—November 14
- Summer 2008—April 18

Scholarships: Every student applying for a scholarship is required to complete a FAFSA (Free Application for Federal Student Aid) and the MCC Scholarship Application. Mitchell Community College will consider all applicants who complete their financial aid file for available scholarships. To be considered for a scholarship and to retain a scholarship, a student must have a 2.0 GPA or higher and be enrolled for nine or more credit hours. Scholarships set up by outside donors will be awarded to students based on donor's criteria. Scholarship information may be released for publicity. Mitchell Community College awards financial aid scholarships without regard to race, color, religion, sex, age, disability, or national origin.

Distribution: Recipients of Federal Pell Grant, FSEOG, ACG, NCELS, NCCCG, and scholarships may charge their tuition, fees, books, and supplies against their financial aid eligibility for the semester for which they

are registering. If their financial aid is greater than the expenses charged, a check will be mailed to the student by the dates specified in the award letter to the address listed on the MCC Admissions Application. Checks issued for the Nurse Scholars Program and Nurse Education Scholarship/ Loan Program may be picked up on the first day of class of each semester and if the college has received funds.

Award Terms and Conditions: Your financial aid is not complete until you have received an award letter from the Mitchell Community College Financial Aid Office. If you have not received an award letter, you are responsible for paying your tuition, fees, books, and supplies. Your financial aid application will remain valid for one academic year only, and you must apply for financial aid each new academic year after January 1. You may only receive financial aid for courses that count toward graduation requirements at Mitchell Community College in your declared major as listed by the Admissions Office. The MCC Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program. Awards are based on your continued satisfactory academic progress as defined in the current MCC Catalog. Federal, state and scholarship funds committed in this award letter are contingent upon actual receipt of the funds by MCC.

The FA Award Notification is divided equally into two academic semesters. The award, based on **full-time enrollment**, will be ADJUSTED each semester according to the actual number of hours enrolled. Any unused portion may be awarded summer semester for up to half of the total award, based on the number of hours enrolled. Any remainder of semester's award will be disbursed, by check, and mailed from Financial Services by the designated check day after enrollment has been confirmed for the semester. Financial aid files completed after the initial disbursement will have a check written on the next official Financial Services check write date. If another agency is your sponsor for tuition/fees and books/ supplies, you are responsible for notifying the MCC FA Office of your enrollment each term. You may purchase textbooks from a source other than the MCC Bookstore. If interested, you will need to see your FA Advisor for more details and for the cut off dates each semester. You may not receive financial aid from more than one institution during the same semester. The MCC Financial Aid Office may release transcripts, information pertaining to academic status, enrollment status, or financial status to any contact person, firm or government agency that requires such information.

No Show: If a student is a "No Show" in class(es), the student's Pell Grant will be calculated based on the number of hours attending.

Transfer Student: If a student transfers to Mitchell Community College from another school, Mitchell Community College's federal code (002947) must be listed on the FAFSA in step six.

Satisfactory Academic Progress Standard: Students must meet the U.S. Department of Education's statutory requirements of satisfactory progress in order to receive Title IV financial aid funds. To accurately measure the student's progress in his/her program, the policy must have a quantitative measure of progress. To quantify satisfactory progress, students must complete 66% of their courses enrolled each term.

The policy also includes a qualitative measure of progress which is evaluated by reviewing a student's grade point average (GPA). Since the minimum GPA required to receive the associate degree, diploma or certificate is 2.00, curriculum students failing to maintain the requirements as set forth in the Satisfactory Academic Progress Standard will be placed on academic probation for up to two consecutive semesters.

1. Attain a 2.00 GPA for the current academic term; and
2. Meet one of the following standards:

0-15 hrs. attempted	1.25 Overall GPA
16-23 hrs. attempted	1.50 Overall GPA
24-31 hrs. attempted	1.75 Overall GPA
32 + hrs. attempted	2.00 Overall GPA
Graduation	2.00 Overall GPA

The records of Title IV financial aid recipients will be reviewed for satisfactory academic progress at the end of each semester. The Financial Aid Office will notify students by letter of their satisfactory academic progress status. Students may be placed on one of the following levels: Level 1 Probation, Level 2 Probation or Ineligible. If satisfactory academic progress has not been made by the end of the second probationary period, the student will be notified in writing of ineligibility for financial aid. Financial aid assistance can be reinstated when the student meets the satisfactory academic progress guidelines at Mitchell Community College without receiving Title IV funds or by the appeal process. Appeals due to ineligibility must be made in writing no later than fifteen days prior to registration and must be addressed to the Financial Aid Director. The Financial Aid Committee will review the appeal request and the student will be notified of the committee's decision.

Exclusions: Audited courses, independent student courses, credit by exams and repeated courses will not be paid by financial aid. Any term in which a student receives Title IV funds and then decide to audit a class or receive a credit by exam, the student may be liable for repayment of those funds.

Maximum Time Frame: The student is allowed to receive federal financial aid for no more than 150% of the total hours required to complete a program. If a student changes majors the total hours continue to accrue regardless of program completion.

Eligible Programs for Financial Aid: Not all diploma and certificate programs qualify as eligible programs to award financial aid. (See the Financial Aid Office)

Return of Title IV Funds: The Higher Education Amendments of 1998, Public Law 105-244 require colleges to calculate the Return of Title IV Funds Policy when a recipient of Title IV aid (new or returning) completely withdraws from the college through the 60% point during a payment period. The institution must calculate the amount(s) of Title IV aid the student earned and return the unearned portion(s) of the Title IV fund(s) to the Title IV program(s). In some calculations, the institution and student will be required to return unearned Title IV funds to the Title IV programs.

Students officially begin the withdrawal process when they notify the Admissions/ Records Office. Students are given an official withdrawal form to complete, sign and date. The Financial Aid Office will use the date the student signs the form as the official withdrawal date. Withdrawal dates are also determined when an instructor enters a "W" or "WF" and the last date of attendance on the student's record. A weekly report is run by the Financial Aid Office to monitor whether a student has totally withdrawn from all classes for the semester. If the student does not officially begin the withdrawal process by notifying the Admissions and Records Office and the instructor does not enter a student as a complete withdrawal, the Financial Aid Office can use the date the student otherwise provided official notice of intent to withdraw by contacting the institution.

At this point, the Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60% point and perform the Return of Title IV Funds calculation. If it is determined that the student received an overpayment, the Financial Aid Office is required to send written notification to the student informing the student of the amount owed and the Title IV program to repay. This notification must be sent to the student, no later than thirty calendar days

after the date the Financial Aid Office is notified the student withdrew. The student has a 45-day period to take positive action by contacting the Financial Aid Office. The student can extend Title IV eligibility by repaying the overpayment in full to the college. By the 46th day, if the student has failed to take positive action, the student's overpayment will be referred to the Department of Education for collections and the overpayment will immediately be reported to NSLDS (National Student Loan Data system). The student's eligibility for Title IV funds ends.

If the Return of Title IV Funds calculation is performed and it determines that the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received. In order to make a post-withdrawal disbursement for incurred educational costs, the school must have received the student's valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). Students must also have a complete financial aid folder (all documentation requested) on file in the Financial Aid Office. To be eligible for a post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.

Student Life

Student Life

Mitchell Community College is committed to helping students develop to their fullest potential. With this goal in mind, the College strives to offer social and cultural activities that build well-rounded persons as well as a comprehensive program in academics. Students at Mitchell Community College are expected to conduct themselves in accordance with federal, state, and local statutes. Mitchell Community College will cooperate with the respective law enforcement agencies in their enforcement. The CODE OF STUDENT CONDUCT AND STUDENT APPEALS procedure is detailed in the *Student Handbook*, which is distributed to each student enrolled in a curriculum program or course.

Student Responsibility

While it is the role of the College to provide counseling services and academic advising to students, the responsibility for planning and pursuing a program of study rests with the student. Course selection and a field of study should be considered carefully by the student with the assistance and support of counselors, academic advisors, administrators, faculty and staff. The student is responsible for his or her persistence in pursuing a program of study to completion and for planning entry into a career or transfer to a senior institution.

Student Records and Privacy Rights

Mitchell Community College must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act (FERPA). College officials responsible for the proper maintenance of educational records include the Director of Admissions and Records and the Dean of Student Services. FERPA provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to inspect and review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except to the extent that FERPA authorizes disclosure without consent. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of the Act. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

"Educational Records" include files, documents, and other materials, which contain information directly related to students. The term "educational records" does not include the following:

- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute."

Release of Student Educational Records

The following "Directory Information" may be made available to the public by the College without the student's written permission unless the student notifies the Dean of Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student's name, address, and telephone number
- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

School officials who demonstrate a legitimate educational interest will be permitted to look at the official student file for a particular student. School officials include those employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for the College.

Requests for confidential information shall not be honored without proper written consent. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are:

- Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- An official order of a court of competent jurisdiction.
- Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
- Persons or organizations providing financial aid to the student or determining financial aid decisions.

Services to Individuals With Disabilities

Mitchell Community College operates programs, activities, and services to ensure that no qualified individuals with disabilities are excluded from participating in, denied the benefit of, or subjected to discrimination in College programs, activities, or services solely by reason of their disability. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or learning.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. Reasonable accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis. The College shall select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids. The College has a right to deny a request for accommodation if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services or if the documentation is not provided in a timely manner. MCC can also deny a request for accommodation if the desired accommodation would pose an undue administrative or financial burden on the College or if the accommodation would fundamentally alter the course or program. In the event a requested accommodation would pose an undue burden, MCC will endeavor to make an equally effective accommodation that would allow the requesting party equal access to MCC programs. Guidelines for appropriate documentation of disabilities are available from the disabilities coordinator upon request.

While MCC will provide auxiliary aids and services, the college cannot provide

attendant care services / personal assistants or items for personal use such as wheelchairs, other mobility aids or hearing aids. If a student requires the help of a personal assistant to participate in college programs, the disabilities coordinator can refer the student to a community resource for assistance.

It is the student's responsibility to initiate requests for accommodations. Students requiring services should contact the Office of Disability Services in room 1O3C of the Main Building, telephone 704.878.3267. Classroom accommodations should be requested at the beginning of each semester in the office of the disabilities coordinator. All requests for accommodations should be made as far in advance as possible, as some accommodations will require time and resources to provide.

If a disagreement arises concerning specific accommodation requests, efforts should first be made to resolve the issue with the Office of Disability Services. If a satisfactory agreement cannot be reached, the student, faculty member, or other college employee may file a grievance by following the college's ADA Grievance Procedure, which is published in the Student Handbook.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary and post-secondary students who elect to enroll in vocational and technical education programs. Special population students receiving services under this Act are defined as: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. Students may access services by contacting the Office of Special Populations, located in room 103C of the Main Building, telephone 704.878.3267.

EEO Policy

Mitchell Community College is committed to a policy of affirmative action and equal opportunity for all qualified applicants for employment, all employees, all applicants for admission and all students. Such employment and educational opportunities are offered without regard to race, color, religion, national origin, sex, age, political affiliation/belief or disability. This policy incorporates the requirements of Federal Executive Order 11246 and 11375 as amended, and all applicable Federal and State laws and regulations. Persons with concerns related to areas falling under federal and state regulations should contact the Equal Employment/Affirmative Action Officer, whose office is located in the Main Building, Human Resources office, telephone 704.878.4341.

Faculty Advisors

Upon completion of the admissions process, each student is assigned an advisor. In program areas these advisors are the primary instructors. In the areas A.A., A.F.A. and A.S., advisors are randomly assigned. Recognizing the advisee-advisor relationships is as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through the Dean of Student Services.

Counseling and Career Development Services

Professionally trained counselors are available to provide counseling and career development services to assist students in identifying and meeting their educational and career goals. Counselors are also available to help students resolve problems of a personal nature that might affect progress toward meeting educational goals.

Mitchell Community College's Career Center provides the following services/ activities:

- **Career Assessment:** Assistance is provided in helping individuals identify jobs/careers that match their interests, skills, abilities and personalities.
- **Career Library:** The following information is available: job descriptions, salaries, education/training requirements, and job outlook.
- **College Catalogs:** Catalogs from most North Carolina two-year and four-year colleges and universities are housed in the Career Center. For assistance/ information, call 704.878.3242.
- **Computerized Career Decision-Making Information:** With the aid of the computer, individuals are guided through a series of activities that facilitate career decision-making.

Intramurals

Intramural competitions and activities are organized for students by the Student Government Association, Student Activities personnel, and clubs and/or organizations. Activities may include basketball, pool, ping pong, video gaming, and field trips to sporting events.

Student Organizations

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community. All student organizations must be approved by the administration and Student Government Association. The name of a full-time faculty or staff advisor must be on file with the Coordinator of Student Activities.

Student Government Association

The mission of the SGA is to make campus life more enjoyable by encouraging students to have a voice and to become involved in worthwhile campus activities.

The Student Government Association acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association. The Student Life Guidelines and the Student Code of Conduct are found in the *Mitchell Community College Student Handbook*.

Student Grievance and Appeals

The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures Policy as published in the *Student Handbook* establishes a student's right to inquire about and to propose changes to the policies, regulations and procedures affecting the welfare of students.

Students should refer to the *Student Handbook* for policies governing academic honesty, sexual harassment, ADA grievance procedure, disciplinary procedure, and student rights and code of conduct. Students may also consult with the Dean of Student Services for assistance.

Learning Resources Center/Huskins Library

The Learning Resources Center, which became the J.P. and Mildred Huskins Library on June 26, 2000, provides resources and services which support and enhance the instructional program at Mitchell. Library services include reference assistance, book selection, group or individual library orientation, interlibrary loans, Internet access, and a coin-operated copier. Audiovisual services include equipment for viewing and listening, and video/audiocassette editing and duplication. The North Carolina Information Highway, located downstairs, is an interactive digital video classroom through which Mitchell has the ability to teach and receive classes in

conjunction with over two hundred other available sites.

Regular library hours: Monday-Thursday, 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

Health and Wellness

Students at Mitchell Community College are encouraged to notify the College of medical conditions by a statement on the application form. There is also a space on the same form requesting that students provide the College with information about whom to contact in case of an emergency. The College has a communicable disease policy and a drug and alcohol policy in the *College Catalog* and the *Student Handbook*. Medical emergencies are managed by the Iredell County EMS, Emergency Care units of Davis Regional Medical Center and Iredell Memorial Hospital. First aid kits are available in all work areas for minor injuries. Health education courses and physical education activity courses are taught by curriculum faculty members in the Physical Education Division.

In addition to formal coursework the College, through its various departments, clubs, and organizations, provides health education offerings. There is an annual health fair that provides free health screenings for students. There are educational publications and posters in a variety of campus locations that relate to drug and alcohol issues, as well as other health concerns. There are also educational workshops for students about specific diseases and conditions. Counselors in the Student Services area maintain lists of health professionals and assist students by making appropriate referrals.

Student Rights

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Information About the College

Information about crime on the college campus is available to students and the general public from the Office of Campus Safety and Security, located in the Cherry Street Center (704 Cherry Street). Information about the graduation completion rate for each academic program is available in the Office of Institutional Effectiveness, which is located in the Main Building on the Statesville Campus at 500 West Broad Street. Offices are open during the regular college operating hours

Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. When, therefore, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community,

appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulations set forth rules of conduct, which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the *Student Handbook*.

A. Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.

C. Possession of or use of alcoholic beverage or being in a state of intoxication on the college campus or of college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to the Drug and Alcohol Policy)

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.

H. Occupation or seizure of any manner of college property, a college facility or any portion thereof for a purpose inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.

J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equip-

ment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling.

M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.

N. Violations of college regulations regarding the operation and parking of motor vehicles.

O. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.

P. Failure to comply with instructions of college officials acting in performance of their duties.

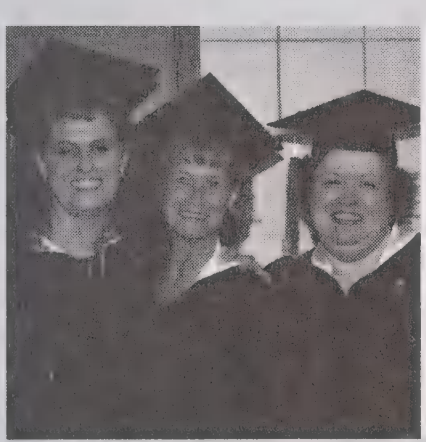
Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

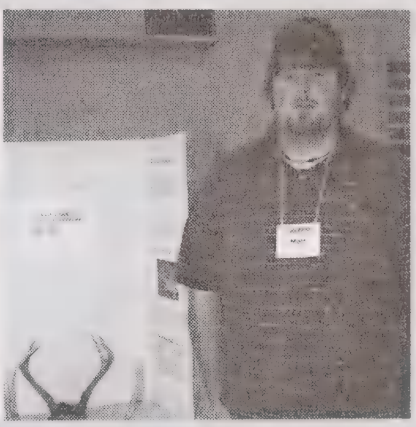
R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.

S. Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

T. Falsification of college documents. College documents include, but are not limited to, financial aid applications, admissions applications, residency determination applications, distance learning documentation, and registration materials.

U. Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College, such as harassing another student or College employee, playing loud music, and using loud music, threatening and/or obscene language.





Academic Policies

Academic Policies

Semester System

Mitchell operates on a three-semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is ten and eight weeks in length. Semester credit hours are awarded as follows: credit of one semester hour is awarded for each 16 hours of class work; credit of one semester hour is awarded for each 32 or 48 hours of laboratory work; and credit of one semester hour is awarded for each 48 hours of clinical practice. Credit of one semester hour is also awarded for 160 hours of work experience such as cooperative education, practicums, and internships.

Registration

All students are required to register at the beginning of each semester of attendance. Students may not attend courses for which they are not officially enrolled. Formal completed enrollment is based on the official class rosters generated by the Admissions and Records Office as soon as possible after registration.

Change of Schedule

Changes in a class schedule after the last day for drop/add must be made in the office of the Director of Admissions and Records. The last day that courses may be added each semester is stated on the college calendar. Any student wishing to drop a course must complete the drop form, which is processed through the Academic Advisor and the Admissions and Records Office.

Student Course Load

Students must register for 12 semester hours to be considered full-time, and the course load must not drop below these hours per semester. These requirements are minimal to receive full VA benefits. The normal course load varies with each program. For A.A., A.S., or A.F.A. degrees, the normal course load is 16 credit hours per semester while the normal course load for any A.A.S. technical program is eighteen credit hours per semester. Students may not register for more than 21 credit hours without approval of the Dean of Student Services. Approval of an overload will be determined on the basis of past academic achievement of the student. Students who are employed while attending college should consult with their faculty advisor to determine an appropriate course load.

Classification

Students are classified as freshmen from initial enrollment until thirty semester hours credit have been earned, at which time they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of two semesters before they are classified as sophomores.

Attendance Policy

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements. The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each semester.

The instructor will inform the Admissions and Records Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. A student will receive a grade of "W" if the student submits the appropriate completed drop/withdrawal form to the Admissions and Records Office prior to or on the 60% date of the semester or if the instructor drops the student from the class roster on or before the 60% date. If

a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks after the 60% date of the semester the student will receive a "W" if the student had a passing grade on the last day of attendance or "WF" if the student had a failing grade on the last day of attendance. A "WF" carries the same academic penalty as a grade of "F". An instructor may administratively withdraw a student who is not meeting the attendance requirements of the college. Some programs may have more stringent attendance policies than the general policy of the College. However, this should be stated in the course syllabus and approved by the College.

Withdrawal Policy

To withdraw officially from a single course, a student should submit a completed drop form, signed by the instructor and the advisor, to Student Services. To officially withdraw from school, a student must submit a completed withdrawal form to the Admissions and Records Office. The last day to withdraw from a course or from all courses without any academic penalty is at the 60% point of the semester. The exact date for each academic term is published in the *Student Handbook* and in the *College Catalog*. A student may withdraw from a course or withdraw from all courses up to and including the published date to withdraw with a grade of "W". After the 60% point, a student will receive a "W" if passing on the last date of attendance or a "WF" if failing on the last date of attendance. A "WF" carries the academic penalty as a grade of "F".

NOTE: Failure to attend class or to notify the instructor does not constitute an official withdrawal.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point averages. The letter grades used are:

A Excellent—4 grade points per semester hour

B Good—3 grade points per semester hour

C Average—2 grade points per semester hour

D Passing—1 grade point per semester hour

F Failed—No grade points per semester hour

CE Credit by Examination

I Incomplete—Work must be completed satisfactorily within the next semester, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.

NC No Credit—Awarded to students who do not pass credit by examination.

W Withdrawal—Denotes official withdrawal.

WF Withdrawal Failing

AU Audit—No grade points.

TR Transfer Work

NS No Show—Recorded for students who register for classes, but do not attend at least one class session prior to the 10% point.

Academic Forgiveness—grade not computed in grade point average.

The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the highest grade earned will be included in calculating the GPA. All courses attempted will be shown on the official transcript. A "C" average is required for graduation. On the 4.00 grade point system, a "C" average is a 2.00 grade point average. Courses below 100 are not calculated toward the grade point average.

Academic Forgiveness Policy

When a student re-enrolls after at least 36 consecutive months since the last date of a previous enrollment, the student may request Academic Forgiveness for courses in which no credit was earned during that last enrollment. The request must be made through the student's academic advisor after a student has completed at least 12 and no more than 36 credit hours. Forgiveness of past "no credit" may be granted one time only. The Academic Forgiveness Policy consists of the following:

1. All failing grades, i.e., F, WF, or I, will not be counted in calculation of the Grade Point Average (GPA).
2. All passing grades, i.e., A, B, C, D, for all courses required in a student's present curriculum will count toward graduation requirements unless other policies supercede this policy; however, the grades will not be used to calculate the GPA.
3. Prior to implementation of the Academic Forgiveness Policy, the student must enroll in the college and complete a minimum of 12 consecutive semester credit hours with a minimum GPA of 2.00. The 12 credit hours must be hours that are included in the calculation of GPA.
4. For some programs, there may be additional or specific requirements related to admissions criteria, i.e. Allied Health programs.
5. The student's GPA will be calculated based upon the time of re-enrollment and all requirements being met.
6. Grades for all courses enrolled at MCC will be on the student's transcript with the appropriate indication of calculation of the student's GPA.

NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade-point averages for admission or other purposes. The application of this policy will not affect the Financial Aid Satisfactory Progress measurement.

Steps:

1. Student enrolls and achieves a minimum GPA of 2.00, with successful completion of at least 12 but no more than 36 semester hours taken consecutively.
2. Student fills out a formal written request form and submits to his or her academic advisor.
3. The form is approved by the division director and then sent to the Director of Admissions and Records.
4. The Director of Admissions and Records will evaluate the transcript and determine appropriate courses to be included in the forgiveness process.
5. Student will be notified by a letter from the Director of Admissions and Records about the outcome of the process.
6. A copy of the evaluation will be included in the permanent student record and reflected in the student's transcript.

Course Examinations

A final exam is required in every course. The exam schedule is published by the Director of Admissions and Records Office and all exams are required to be held during the published hours.

Grade Reports

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished to all students at the end of each scheduled school semester.

Dean's List

The Dean's List is published at the end of each semester. It is published as follows:

- **Full-Time**—Any student enrolled for at least 12 semester hours and earning a grade point average of 3.5 or better

with no grade below "C" will be on the Full-Time Dean's List for that semester.

- **Part-Time**—Any student enrolled for at least six semester hours, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C" will be on the Part-Time Dean's List for that semester.

NOTE: Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Satisfactory Academic Progress

Mitchell Community College is committed to the success of students. Part of that commitment to success is a process that gives students an early warning of the need to achieve a GPA of 2.00 before graduation. This warning also provides the mechanism to refer students who are experiencing academic difficulty to academic advisors for assistance or referral to the full range of services include free tutoring, remedial and supplemental self-paced computer modules, counseling, financial aid, and placement in part-time employment.

Academic Probation

Since the minimum grade point average (GPA) required to receive the associate degree, diploma, or a certificate is 2.00, curriculum students who fail to meet one of the following retention standards during any semester will be placed on academic probation for the following academic term.

1. Attain a 2.00 GPA for the current academic term, or
2. Meet one of the following retention standards

Up to 15 hours attempted	1.25 Overall GPA
16-23 hours attempted	1.50 Overall GPA
24-31 hours attempted	1.75 Overall GPA
32 and above	2.00 Overall GPA
Graduation	2.00 Overall GPA

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until the student's cumulative GPA reaches the standards of progress listed. The Director of Admissions and Records will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor and/or a counselor. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall cumulative grade point average. This includes both courses passed and failed, unless the course has been repeated. When a course is repeated, the highest grade earned will be included in the calculation of the grade point average. For further information, see the Financial Aid section of the College Catalog. Students receiving veteran's educational benefits must meet the requirements for academic progress as set forth above. If veterans do not meet this requirement, they will be placed on academic probation. For detailed information, see the Veterans section of the *College Catalog*. Students enrolled in the Nursing Program should see the "Nursing Policy and Procedure Manual " for the progression policy.

Academic Suspension

A student who fails to maintain the minimum grade point average outlined below will be subject to a period of academic suspension for one academic term. Students may re-enroll after one semester's suspension. They must complete the regular readmission form and are encouraged to schedule a pre-enrollment appointment with a counselor.

Cr. Hrs. Attempted	Min. Grade Pts.
10-20	0.50
21-31	0.75
32 and above	1.00

Academic Re-Instatement

Suspended students seeking immediate readmission must petition the Dean of Student Services prior to the beginning of the semester. This appeal will be directed to a committee composed of a counselor, a faculty member, and the Vice-President for Instruction.

Course Requirements

Mitchell Community College has established prerequisite and corequisite requirements for selected courses. The prerequisite and corequisite requirements are required of all students, including special students, who enroll in the courses. The purpose of the prerequisite and corequisite preparation is to insure that students have adequate academic experiential preparation to successfully complete the course.

Pre-requisite and Co-requisite Waiver Policy

Any student wishing to enroll in a course for which he/she doesn't have the appropriate co- or pre-requisite coursework must satisfy the course instructor or area coordinator that she/he has the necessary knowledge or skills required for admission to the course. Further, the student will be made aware that the lack of the appropriate requisite course(s) may affect the student's performance in the course for which the requisite(s) exist. In order for the student to be registered in the course, the appropriate division director must enter a requisite override on the student's record. The director will electronically note who approved the waiver and the justification. Additionally, the Pre-Requisite/Co-Requisite Waiver Form should be filled out and signed by the advisor and the director. The Waiver Reason area should be initialed by the instructor who certifies that the student has the necessary knowledge or skills to enroll the course. Finally, the Waiver form must be signed by the student, acknowledging responsibility for the understanding of the content of the course(s) being waived.

Student Retention

Mitchell Community College makes every effort to assist enrolled students in achieving their academic goals. Academic evaluation and appropriate course placement is the basis of the retention efforts. Additional retention efforts include a comprehensive program of student financial aid, an academic advising system that assigns any program student to an advisor, the availability of professional counselors, a full open lab that provides both tutoring and individualized self-instructional modules and a student success course emphasizing study skills.

Credit by Examination

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell Community College may receive credit by examination. Not all courses offered at MCC allow credit by examination. Students may challenge up to 20% of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a "C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by exam hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Students requesting this type of credit should use the following procedure:

- Check with the course instructor for approval to attempt the credit by examination
- Obtain a Credit by Examination approval form. This form requires signatures of the administering instructor and the appropriate Curriculum Division Director.
- With the appropriate signatures, take the form to Student Services. The Director of Admissions and Records will determine payment required.
- Pay any required tuition and present the receipt to the Director of Admissions and Records for final signature.
- Once all signatures have been obtained, present the Credit by Examination approval form to the instructor administering the exam.
- After the exam, the instructor will notify the Records Office of the results. If successful a grade of CE will be entered on the transcript. If unsuccessful, a grade of NC will be recorded.

Advanced Placement for High School Courses

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Mitchell Community College.

Students enrolled in the nursing programs, please see the Nursing Policy and Procedure Manual.

Auditing Classes

Classes may be audited with permission of the instructor: however, no class may be audited more than once. The audit may occur either before or after taking the course for credit. Priority will be given to regular credit students. Any class with more than 50% audits may not be taught. No one will be allowed to audit an independent study or independent studio course.

Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no credit hours or quality points awarded. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular tuition and fees will be charged.

Course Repeats

When a course is repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating grade point averages or hours towards graduation; however, all courses attempted will be shown on the official transcript. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the Vice-President for Instruction for purposes of meeting program requirements. Any exceptions must be approved by the Vice-President for Instruction. Even though Mitchell Community College will count only the highest grade when calculating grade point averages, the sixteen North Carolina University institutions may use both grades to arrive at a grade point average for transfer.

Course Substitutions

No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director and the Vice-President for Instruction.

Transcripts

An official transcript will be sent to the appropriate institution or employer upon written request by the student. A transcript request card must be completed and signed by the student before a transcript is released. No transcript will be released until all

financial obligations to the College have been met.

Graduation Requirements

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division:

- Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the associate in arts, associate in fine arts, associate in science, or associate in applied science degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
- Students may graduate under the catalog upon which they enter or any subsequent catalog in effect while they remain in continuous enrollment. Upon changing from one program to another within the College, students must graduate under the catalog in effect at the time they change or any subsequent catalog while they remain in continuous enrollment. Continuous enrollment excludes summer semester.
- Along with the appropriate number of hours earned and the completion of all required courses for their specific program, students must have a 2.0 grade point average in order to graduate and receive a degree, diploma, or certificate.
- Application for graduation and payment of graduation fees must be made during the registration period for the student's last semester. If a student plans to complete requirements at the end of summer semester and wishes to participate in May graduation, fees must be paid with spring registration. Also, a student must register and pay for the courses needed to complete their program during summer early registration.
- A minimum of 20 semester hours credit in the student's program of study must be earned at Mitchell Community College in order to be eligible for graduation in an associates level program. Only 25% of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell Community College.
- To be eligible for graduation, the student must fulfill all financial obligations to the College.

Graduation Honors

All course requirements must be completed at the time of graduation to qualify for honors.

- **High Honors**—A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.
- **Honors**—A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.

At least 50% of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation. Certificate programs do not qualify for honors. Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Graduation Marshals

The graduation marshals are those freshmen enrolled in a program of study who have the highest grade point averages, have earned a minimum of twelve semester hours. They will assist in graduation exercises and other college events.

Academic Honesty

Mitchell Community College is committed to academic excellence which

strengthens pride, integrity, and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one's own without proper acknowledgement or documentation) and taking answers from another student's test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Cooperative Education Program/Student Job Placement

The Cooperative Education Program is an academic program which integrates classroom study with practical experience in business, education, industry, public and community agency work situations. Through this experience, students are given the opportunity to practice in a work environment the theories and principles related to their major course of study. The work experience constitutes a regular and essential element in the educational process by allowing students to apply their studies in a real work environment. The Cooperative Education work experience occurs concurrently with academic studies, may be paid or unpaid, and awards academic credit. A maximum of six credit hours may be earned through the Cooperative Education program. One credit hour equals 160 hours of work experience per semester. Credit is awarded based on evaluations and assignments from the students' supervisor at work, faculty advisor, and the Cooperative Education Director. For many MCC students, Cooperative Education provides an extra means of financial support. All curriculums except Nursing, Cosmetology, and Medical Assisting may participate in Cooperative Education.

Employers must agree to assist with evaluations with their individual students' progress.

Eligibility:

Students are accepted from various programs of study at MCC and may participate in the Cooperative Education program provided they meet and satisfy the following general criteria:

- Be enrolled in a MCC curriculum or degree in which Cooperative Education is allowed;
- Have a minimum 2.0 GPA;
- Be recommended by the student's faculty advisor;
- Be approved by the Cooperative Education Office;
- Have successfully completed at least nine semester hours of college-level work in their major area of study, including any specific courses required by the program;
- Have completed all required developmental courses.

Currently Employed Students:

Students may qualify to receive Cooperative Education academic credit if they are already employed and meet the following general criteria:

- Students must be acquiring significant new skills or knowledge related to their academic field of study, and/or
- Students must be developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study and/or
- Students must receive increased levels of responsibility related to their academic field of study.

For more information on how to participate as a Cooperative Education student or employer, contact the Cooperative Education Office, Montgomery Student Center, and 704.878.4262/4263.

Student Job Placement Services

Mitchell Community College offers job placement service to students for part-time or full-time employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers. Graduating students

are given counseling and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Further information may be obtained from the Job Placement Office. The following services/activities are provided by Mitchell Community College's Job Placement Services:

Job Openings:

An up-to-date list of full-and part-time job vacancies is maintained.

Job Readiness Training:

Students are taught how to develop a job search plan, complete resumes and conduct successful job interviews.

For more information on the Student Job Placement services, please contact or visit the Student Job Placement/Cooperative Education office, Montgomery Student Center, 704.878.4263/4262.

Tech Prep Articulation Credit

Mitchell Community College formally identifies, recognizes and awards College Tech Prep placement credit (college credit) for courses in the North Carolina High School to Community College Articulation Agreement if the college course for which credit is being sought is listed in this catalog. To receive credit, a student must meet both the grade and VoCATS score requirements. Mitchell must receive official documentation of a student's eligibility from the student's high school. For a complete list of the courses and requirements, please contact your high school or a counselor at Mitchell Community College.

Developmental Education Program

Founded on the "open door" admissions philosophy, Mitchell Community College provides developmental education courses to ensure that students at all ability levels may be successful learners. Developmental education courses promote the cognitive and affective growth of students at all levels of the learning continuum, thereby ensuring educational opportunity for each post-secondary learner. In addition, developmental education courses ensure high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

Charlotte Area Educational Consortium

Mitchell Community College is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metrolina area. CAEC has as a portion of its purpose:

- to afford students broader educational experiences, both curricular and extracurricular.
- to encourage multi-instructional use of faculty, equipment, and facilities where feasible.
- to act as a forum for sharing information and important events.

Of special interest to Mitchell Community College students is the Inter-institutional Student Exchange program. This program allows, under specific guidelines, students of member institutions to take courses at other member institutions when such courses are not available at the student's home institution. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions. The Director of Admissions and Records at Mitchell will provide specific guidelines and necessary forms for this program.

Participating institutions are:

- Belmont Abbey College
- Cabarrus College of Health Sciences
- Carolinas College of Health Sciences

- Catawba College
- Catawba Valley Community College
- Central Piedmont Community College
- Cleveland Community College
- Davidson College
- Gardner-Webb University
- Gaston College
- Gordon-Conwell Theological Seminary
- Johnson C. Smith University
- Lenoir-Rhyne College
- Livingstone College
- Mitchell Community College
- Pfeiffer University
- Queens University of Charlotte
- South Piedmont Community College
- Stanly Community College
- University of North Carolina at Charlotte
- University of South Carolina at Lancaster
- Wingate University
- Winthrop University
- York Technical College

The MIND Center for Learning and Teaching

The MIND Center for Learning and Teaching is committed to providing quality academic support services that enable students to:

- develop, enhance, and maximize their learning skills;
- improve their understanding, achievement, and enjoyment of course work;
- become proficient in using computer software and equipment; and
- employ successful learning strategies for their personal, academic, and professional pursuits.

Located in rooms 201 and 202 of the Huskins Library (Main Campus), the MIND Center serves students' academic needs with the Tutoring Center and the Computer Center. The Tutoring Center offers free peer tutoring in any course by appointment or on a drop-in basis with additional academic support for writing, mathematics, and other courses with learning skills videos, textbooks, audiotapes, and handouts. There is also a MIND Center location at the Mooresville Center and hours will vary according to student requests.

The Computer Center offers students, faculty, and staff access to computer software and equipment for a variety of purposes from tutorials in grammar, writing, reading, and keyboarding skills to data processing, accounting, and word processing.

The MIND Center is staffed by trained personnel who seek to provide a successful and enjoyable working environment for students, faculty, and staff, as well as members of the community. Currently, the MIND Center staff includes a coordinator, program assistants, tutors, and student assistants. General operating hours for the center are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Friday. During summer semester and breaks, operating hours may change but will be posted.

Distance Learning

Distance learning at Mitchell Community College provides students with the opportunity to begin or continue their education using other than traditional instructional methodologies. Distance learning takes place when the student and the instructor are in different settings, and the distance between the two is bridged using some form of technology. Students and instructors may be connected via the Internet, videos, or televised programs. Although not a new concept, distance learning is becoming a more popular alternative to the traditional classroom setting. Distance learning is an appropriate alternative for individuals who are self-motivated but cannot attend a traditional classroom setting because of time con-

straints or time conflicts brought on by employment, family, social, civic or community commitments. Individuals who have satisfied course prerequisites may participate in distance learning at Mitchell.

Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are required to participate/attend in an orientation session and communicate with their instructors at least once a week. The distance learning instructor's signature is required on the Veteran Attendance Sheet which is turned in to the Assistant Financial Aid Director every three weeks.

Our mission at Mitchell Community College is to provide educational opportunities (quality courses, and eventually programs) at a distance to our students, the citizens of Iredell County and beyond. Students are currently able to avail themselves of the following distance education options: Internet-based courses, telecourses, and interactive television courses (North Carolina Information Highway or NCIH). All academic policies as set forth in the College catalog apply to students who take online, telecourses, or Information Highway classes. For questions about Distant Learning at the College, email dl-information@mitchellcc.edu

Online (Internet) Courses

Internet (Online) courses are offered in both Curriculum and Continuing Education with 100% of the course being offered online. Orientation may be on-line or by voluntary on-campus session.

Students taking online courses receive the same credit, the same course content, and are assessed the same tuition as traditional students. However, students receive primary instruction, interact with their instructors and other students, and complete homework assignments via the internet. Students may have to come to campus to purchase books and/or to pay tuition. Students enrolling in online courses will be expected to have access to the Internet, possess sufficient computer skills to be able to send and receive e-mail (including file attachments) and have access to course specific software. Instructors of Internet based courses are available to students via email, telephone, or by scheduled appointments.

Telecourses

Telecourses are offered in both Curriculum and Continuing Education where video, television, or cassette delivers 100% of the instruction. Orientation and course exams may be via email or with a required on-campus session.

Students taking telecourses receive the same credit, the same course content, and are assessed the same tuition as the traditional student. Telecourses utilize televised programs, textbooks, and other supplemental materials to provide courses at a distance. PBS televises course content at designated times during the semester, and students may view the telecast at the time it is aired, or they may tape the televised sessions to be viewed later. Students also may receive videotapes of the entire course or parts of the course at the beginning of the semester. These tapes are rented for the semester and must be returned before the student receives a grade for the course. Telecourses are designed for individuals who have conflicting schedules and may be taken by anyone satisfying the prerequisites for the course. Students must complete textbook assignments and other requirements and take exams according to the telecourse syllabus generated by the instructor. Students are required to report to campus for orientation and for testing.

Hybrid

Hybrid course sections are offered in both Curriculum and Continuting Education. Hybrid offerings are a mix of traditional on-campus and on-line instruction. Actual on-campus times vary from minimal contact to over 50% required on-campus meetings. Specific requirements will be either posted in the schedule listing or communicated in the course syllabus.

Students enrolling in hybrid courses will be expected to have access to the Internet, possess sufficient computer skills to be able to send and receive email (including file attachments) and have access to course specific software.

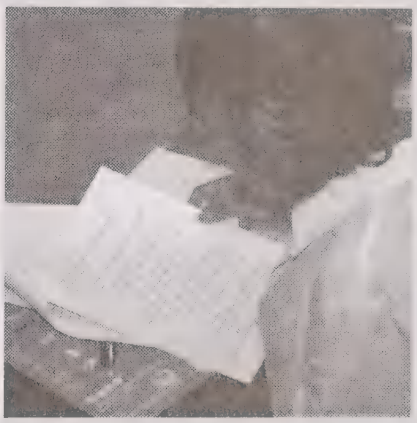
North Carolina Information Highway

Students participating in distance education via the North Carolina Information Highway receive the same credit, the same course content, and are assessed the same tuition as the traditional student. The Information Highway network brings together groups of students at distant sites, or students in the information highway room can receive instruction from another site that is equipped with the same technology. This is a traditional class in every respect except that the instructor may be at a distance, or Mitchell Community College may be broadcasting the class to other distant sites. Students interact with other students and with the instructor at a distance using microphones, video cameras, and television monitors. Students register for classes using the information highway room as they would for any other classes.

Mitchell Community College 2005-2006 Outcomes/State Performance Measures

1. Progress of basic skills students
   - state standard: 75% will make progress
   - MCC outcome: 75%
2. Licensure and certification
   - state standard: 80% aggregate pass rate with no exam pass rate below 70%
   - MCC outcome: aggregate pass rate; 82% with one less than 70%
3. Goal completion of program completers
   - state standard: 90%
   - MCC outcome: 99%
4. Employment status of graduates
   - state standard: 90% will be employed
   - MCC outcome: 99.5% of 2003-2004 graduates employed
5. Performance of students who transfer to the university system
   - state standard: 86.8% required for equivalence to UNC native sophomores and juniors
   - MCC outcome: 87.5%
6. Pass rates of students in developmental courses
   - state standard: 70%
   - MCC outcome: 81%
7. Success rate of developmental students in subsequent college-level courses
   - state standard: No statistically significant difference between developmental and non-developmental students who obtain GPAs of 2.0 or higher
   - MCC outcome: Developmental 91% pass rate Non-developmental 88% pass rate
8. Student satisfaction of program completers and non-completers
   - state standard: 90% will report satisfaction with the quality of the college's programs and services
   - MCC outcome: 92% reported satisfaction
9. Curriculum student retention and graduation
   - state standard: 60% of defined cohort will graduate or be retained
   - MCC outcome: 61% retention/completion

10. Employer satisfaction with graduates
    - 85% of employers will report satisfaction with graduates
    - MCC outcome: 93% reported satisfaction
11. Client satisfaction with customized training
    - state standard: 85% will report satisfaction
    - MCC outcome: 100% satisfaction
12. Program enrollment
    - state standard: all programs will have an average of 10 students over a 3-year period
    - MCC outcome: One program, Phlebotomy, did not meet standard for enrollment over 3-year period (all have been eliminated).



Curriculum Programs

Programs of Study 2007-2008

College Transfer Programs — Program Code

Associate in Arts	A10100
Pre-Art Education	A1010A
Pre-Business Administration	A1010B
Pre-Business Education and Marketing Education	A1010C
Pre-Criminal Justice	A1010D
Pre-Elementary Education	A1010R
Pre-English	A1010E
Pre-Health Education	A1010G
Pre-History	A1010H
Pre-Middle Grades Education and Special Education	A1010S
Pre-Nursing	A1010I
Pre-Physical Education	A1010J
Pre-Political Science	A1010K
Pre-Psychology	A1010L
Pre-Social Science Secondary Education	A1010M
Pre-Sociology	A1010N
Associate in Fine Arts—Art	A1020A
Associate in Fine Arts—Music and Music Education	A1020D
Associate in General Education	A10300
Associate in Science	A10400
Pre-Biology and Biology Education**	A1040A
Pre-Chemistry and Chemistry Education**	A1040B
Pre-Engineering**	A1040D
Pre- Mathematics	A1040E

***In these majors, one or more courses may not be offered on this campus; however, they are available through the Charlotte Area Educational Consortium Colleges and Universities at Community College tuition rates.*

Associate in Applied Science Degrees (A.A.S.)

Accounting	A25100
Biotechnology—Collaborative Program	A20100
Business Administration	A25120
Business Administration—Marketing & Retailing	A2512F
Computer Information Technology	A25260
Computer Programming	A25130
Criminal Justice Technology	A55180
Early Childhood Education	A55220
Early Childhood—Special Education	A5522A
Early Childhood—Teacher Associate	A5522B
Electronics Engineering Technology	A40200
General Occupational Technology	A55280
Human Services Technology	A45380
Human Services Technology—Substance Abuse	A4538E
Mechanical Engineering Technology	A40320
Medical Assisting	A45400
Nursing	A45120
Office Systems Technology	A25360
Speech-Language Pathology Assistant—Collaborative Program	A45730
Web Technologies	A25290

Diploma Programs

Accounting D25100
Air Conditioning, Heating, and Refrigeration Technology D35100
Automotive Systems Technology (Approval Pending) D60160
Computer Information Technology D25260
Computer Programming D25130
Cosmetology D55140
Early Childhood Education D55220
Electrical/Electronics Technology D35220
Electronics Engineering Technology D40200
General Occupational Technology D55280
Medical Assisting D45400

Certificate Programs

Accounting C25100
Air Conditioning, Heating, and Refrigeration C35100A
Basic Law Enforcement Training C55120
C++ Programming C25130C
CAD Drafting C40320C
COBOL Programming C25130B
Communication C40200C
Computer Upgrade/Repair C40200U
Cosmetology Instructor C55160
Database C25260D
Digital Microprocessors C40200D
Drafting C40320D
Early Childhood Education C55220
Electrical Wiring C35220E
Electronic Devices C40200E
Esthetics Technology C55230
Industrial Controls C35220C
Infant/Toddler Care C55290
Information Systems C25260I
JAVA Programming C25130J
Lateral Entry C55430
Machining C40320M
Manicuring/Nail Technology C55400
Management C25120
Manufacturing C40320A
Marketing C2512F
Medical Transcription C45400M
Nursing Assistant C45480
Office Systems Technology C25360
Phlebotomy C45600
Reception C45400R
Refrigeration and Heating Servicing C35100R
Spreadsheet C25260S
Systems C25260Y
Truck Driver Training C60300
Visual BASIC Programming C25130V
Web Design C25290

Associate in Arts

A.A. [A10100]

Degree Requirements

English Composition (7 SHC)

Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (12 SHC)

A literature course and COM 231 are required. Select two courses from two of the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
COM	231	Public Speaking	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (12 SHC)

Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One course must be a history course.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences (8 SHC)

Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	132	Organic and Biochemistry	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Mathematics (6-7 SHC)

At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. Core transfer credits will not be allowed for both MAT 175 and MAT 161 and/or MAT 162.

Introductory math:

MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4

Secondary math:

CIS	110	Introduction to Computers	3
CIS	115	Introduction to Prog. & Logic	3
MAT	140	Survey of Mathematics	3
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4

Other Required Hours (20 SHC)

ACC	120	Princ. of Financial Accounting	4
ACC	121	Princ. of Managerial Accounting	4
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
CHM	130	Gen., Org. & Biochemistry	3
CHM	130A	Gen., Org. & Biochemistry Lab	1
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CJC	111	Introduction to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
COM	110	Introduction to Communication	3
COM	120	Interpersonal Communication	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
DFT	170	Engineering Graphics	3
ENG	114	Prof. Research & Reporting	3
ENG	125	Creative Writing I	3
ENG	135	Introduction to Short Fiction	3
GEO	131	Physical Geography I	4
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HUM	170	The Holocaust	3
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MUS	111	Fundamentals of Music	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf—Beginning	1
PED	129	Golf—Intermediate	1
PED	130	Tennis—Beginning	1
PED	131	Tennis—Intermediate	1
PED	132	Racquetball—Beginning	1
PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1

PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	230	Introduction to Logic	3
POL	130	State & Local Government	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3

Total Required Credit Hours for A.A. Degree **65**

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate in Arts [A.A.]

Students pursuing one of the following pre-major programs to award the associate in arts (A.A.) degree should follow the basic A.A. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. It is however, always best if you know to which institution you plan to transfer in order to consider their requirements.

Art Education

ART 114 and ART 115 are required in *humanities/fine arts.* ART 121, ART 122, and ART 131 are required and two courses from ART 132, ART 171, ART 231, ART 240, ART 261, or ART 283 are recommended in *other required hours.*

Business Administration, Accounting, Economics, Finance, and Marketing

ECO 251 is required and two courses from POL 120, PSY 150, or SOC 210 are recommended in *social/behavioral sciences.* One course from MAT 161, MAT 171, or MAT 175, and one course from MAT 263 or MAT 271 are required in *mathematics.* ACC 120, ACC 121, CIS 110, ECO 252, and MAT 151 are required in *other required hours.*

Business Education and Marketing Education

ECO 251 is required and two courses, PSY 150 and SOC 210, are recommended in *social/behavioral sciences.* CIS 110 and one course from MAT 161, MAT 171, or MAT 175 are required in *mathematics.* ACC 120, ECO 252, and one course from CIS 115, CSC 134, or CSC 151 are required, and three courses from ACC 121, BUS 110, BUS 115, or MAT 151 are recommended in *other required hours.*

Criminal Justice

POL 120, PSY 150, and SOC 210 are required in *social/behavioral sciences.* MAT 151 is recommended as a secondary course in *mathematics.* CJC 111, CJC 121, and CJC 141 are required in *other required hours.*

Elementary Education

One course from ENG 231, ENG 232, or ENG 233, and COM 231, and one course from ART 111, ART 114, ART 115, or MUS 110 are required in *humanities/fine arts.* One course from HIS 121 or HIS 122, and PSY 150, and one course from SOC 210 or SOC 225 are required in *social/behavioral sciences.* One course from BIO 110 or BIO 111, and one course or course sequence from CHM 131 and CHM 131A, CHM 151, PHY 110 and PHY 110A, or PHY 151 are required in *natural sciences.* Two courses from CIS 110, MAT 140, or MAT 161 or higher are required in *mathematics.*

English

One course from ENG 231, ENG 232, ENG 241, or ENG 242 and one foreign language sequence from FRE 111 and FRE 112, GER 111 and GER 112, or SPA 111 and SPA 112 are required in *humanities/fine arts.* One course from ENG 231, ENG 232, ENG 241, or ENG 242 is required, one course from HIS 121, HIS 122, HIS 131, or HIS 132, and one intermediate foreign language sequence from FRE 211 and FRE 212, GER 211 and GER 212, or SPA 211 and SPA 212 are recommended from *other required hours.*

Health Education

COM 231 is recommended in *humanities/fine arts.* PSY 150 is required in *social/behavioral sciences.* One course sequence from CHM 151 and CHM 152 or BIO 111 and BIO 112 is required in *natural sciences.* CIS 110 and MAT 161 or higher are required in *mathematics.* HEA 110, HEA 112, HEA 120, BIO 168, BIO 169, and MAT 151 are required in *other required hours.*

History

HIS 121 and HIS 122 is recommended in *social/behavioral sciences.* MAT 161 or higher is required in *mathematics.* HIS 131 and HIS 132 is recommended in *other required hours.*

Middle Grades Education and Special Education

One course from ENG 231, ENG 232, or ENG 233, and COM 231, and one course from ART 111, ART 114, ART 115, or MUS 110 are required in *humanities/fine arts.* One course from HIS 121 or HIS 122, and PSY 150, and one course from SOC 210 or SOC 225 are required in *social/behavioral sciences.* One course from BIO 110 or BIO 111, and one course or course sequence from CHM 131 and CHM 131A, CHM 151, PHY 110 and PHY 110A, or PHY 151 are required in *natural sciences.* Two courses from CIS 110, MAT 140, or MAT 161 or higher are required in *mathematics.*

Physical Education

COM 231 is recommended in *humanities/fine arts.* PSY 150 is recommended in *social/behavioral sciences.* BIO 111 and 112 are recommended in *natural sciences.* MAT 161 and CIS 110 or MAT 151 is recommended in *mathematics.* PED 110 and two elective courses from PED are required in *other required hours.*

Political Science

One course sequence from FRE 111 and FRE 112, GER 111 and GER 112, or SPA 111 and SPA 112, and COM 110 or COM 231 is recommended in *humanities/fine arts.* PSY 150 and one course from GEO 111, GEO 112, or GEO 113, and one course from SOC 210, SOC 220 or SOC 225 are recommended in *social/behavioral sciences.* CIS 110 is recommended in *mathematics.* POL 120 is required and one course from POL 210 or POL 220, and one course from ECO 251 or ECO 252 are recommended in *other required hours.*

Psychology

PSY 150 is required in *social/behavioral sciences.* One course from BIO 110 or BIO 111 is required in *natural sciences.* MAT 161 or higher is required in *mathematics.*

Social Science Secondary Education

POL 120, SOC 210, HIS 121, and HIS 122 are required in *social/behavioral sciences.* GEO 111, HIS 131, HIS 132, ECO 251, and ECO 252 are required in *other required hours.*

Sociology

SOC 210 and one course from SOC 213, SOC 220, or SOC 225 are required in *social/behavioral sciences.* MAT 151 is recommended as the secondary math in *mathematics.*

Associate in Fine Arts—Art

A.F.A. [A1020A]

Degree Requirements

English Composition (7 SHC)

Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)

Select two courses from two of the following discipline areas: foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course.

ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
COM	231	Public Speaking	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3

HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Select three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One course must be a history course.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics (7 SHC)

Select one course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses.

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Art Major Core Required (15 SHC)

ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3

Art Electives (21 SHC)

Credits to be chosen from the following course list:

ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3

Total Required Credit Hours for A.F.A Degree **65**

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Fine Arts—Music & Music Education

A.F.A. [A1020D]

Degree Requirements

English Composition (7 SHC)

Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)

Select two courses from two of the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. One course must be a literature course.

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
COM	231	Public Speaking	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Select three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One course must be a history course.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics (7 SHC)

Select one course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses.

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Music Theory Core Required (16 SHC)

MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	221	Music Theory III	4

MUS 222	Music Theory IV	4

Applied Music Core Required (8 SHC)

MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2

Ensemble Core Required (4 SHC)

MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1

Class Music Core Required (2 SHC)

MUS 151	Class Music I	1
MUS 152	Class Music II	1

Music Electives (6 SHC)

Credits to be chosen from the following course list:

MUS 112	Introduction to Jazz	3
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3

Total Required Credit Hours for A.F.A Degree 65

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in General Education

A.G.E. [A10300]

The associate in general education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. *All courses in the program are college-level transferable courses; however, the program is not principally designed for college transfer.*

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Degree Requirements

English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (3 SHC)

Select a course from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
ENG 114	Prof. Research & Reporting	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3

HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (3 SHC)

Select a course from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics (3-4 SHC)

Select a course from the following discipline areas: biology, chemistry, computer science, mathematics, and physics.

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	132	Organic and Biochemistry	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
CIS	110	Introduction to Computers	3
CIS	115	Intro. to Programming & Logic	3
MAT	140	Survey of Mathematics	3
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Other Required Hours (49 SHC)

Other required hours include additional general education and professional courses. Chose from courses below or any courses above not used for required hours. A maximum of seven SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

ACC	120	Princ. of Financial Accounting	4
ACC	121	Princ. of Managerial Accounting	4
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5

BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	250	Genetics	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3
CHM	130	Gen., Org. & Biochemistry	3
CHM	130A	Gen., Org. & Biochemistry Lab	1
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CJC	111	Introduction to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
COM	110	Introduction to Communication	3
COM	120	Interpersonal Communication	3
COM	231	Public Speaking	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
CSC	139	Visual BASIC Programming	3
CSC	239	Adv. Visual BASIC Programming	3
DFT	170	Engineering Graphics	3
ENG	125	Creative Writing I	3
ENG	135	Introduction to Short Fiction	3
GEO	131	Physical Geography I	4
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HUM	170	The Holocaust	3
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MUS	111	Fundamentals of Music	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	151	Class Music I	1
MUS	152	Class Music II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf—Beginning	1
PED	129	Golf—Intermediate	1
PED	130	Tennis—Beginning	1
PED	131	Tennis—Intermediate	1
PED	132	Racquetball—Beginning	1
PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1
PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	230	Introduction to Logic	3
POL	130	State & Local Government	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3

Total Required Credit Hours for A.G.E. Degree **65**

Associate in Science
A.S. [A10400]

Degree Requirements

English Composition **(7 SHC)**

Required

ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3

Humanities/Fine Arts (9 SHC)

A literature course and COM 231 are required. Select one additional course from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
COM	231	Public Speaking	3
ENG	231	American Literature I	3

ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Select three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One course must be a history course.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences (8 SHC)

A minimum two-course sequence from the general biology, general chemistry, or general physics courses is required.

BIO	111	General Biology I	4
BIO	112	General Biology II	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Mathematics (8 SHC)

Introductory math:

MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	175	Precalculus	4
MAT	271	Calculus I	4

Secondary math:

MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4

Natural Sciences/Mathematics Electives (4 SHC)

Four additional semester hour credits must be selected from the following general education transfer courses:

BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4

PHY	252	General Physics II	4

Other Required Hours (20 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, or computer science is required. The remaining courses may be selected from general education, pre-major, or elective courses.

ACC	120	Princ. of Financial Accounting	4
ACC	121	Princ.of Managerial Accounting	4
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	250	Genetics	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
CHM	130	Gen., Org. & Biochemistry	3
CHM	130A	Gen., Org. & Biochemistry Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	132	Organic and Biochemistry	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CIS	110	Introduction to Computers	3
CIS	115	Intro. to Programming & Logic	3
CJC	111	Introduction to Criminal Justice	3
CJC	121	Law Enforcement Operations	3
CJC	141	Corrections	3
COM	110	Introduction to Communication	3
COM	120	Interpersonal Communication	3
CSC	134	C++ Programming	3
CSC	151	JAVA Programming	3
DFT	170	Engineering Graphics	3
ENG	114	Prof. Research & Reporting	3
ENG	125	Creative Writing I	3
ENG	135	Introduction to Short Fiction	3
GEO	131	Physical Geography I	4
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HUM	170	The Holocaust	3
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MUS	111	Fundamentals of Music	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf—Beginning	1
PED	129	Golf—Intermediate	1
PED	130	Tennis—Beginning	1

PED	131	Tennis—Intermediate	1
PED	132	Racquetball—Beginning	1
PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1
PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	230	Introduction to Logic	3
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4
POL	130	State & Local Government	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3

Total Required Credit Hours for A.S. Degree **65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate in Science [A.S.]

Students pursuing one of the following pre-major programs to award the associate in science (A.S.) degree should follow the basic A.S. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. It is however, always best if you know to which institution you plan to transfer in order to consider their requirements.

Biology and Biology Education

BIO 111, CHM 151, CHM 152, and one course from BIO 112, BIO 120, or BIO 130 are required in *natural sciences.* MAT 171 or higher is required in *mathematics.* One course sequence from CHM 251 and CHM 252, PHY 151 and PHY 152, or PHY 251 and PHY 252 is recommended in *other required hours. (Only students who place into MAT 272 may choose PHY 251 and PHY 252.)*

Chemistry and Chemistry Education

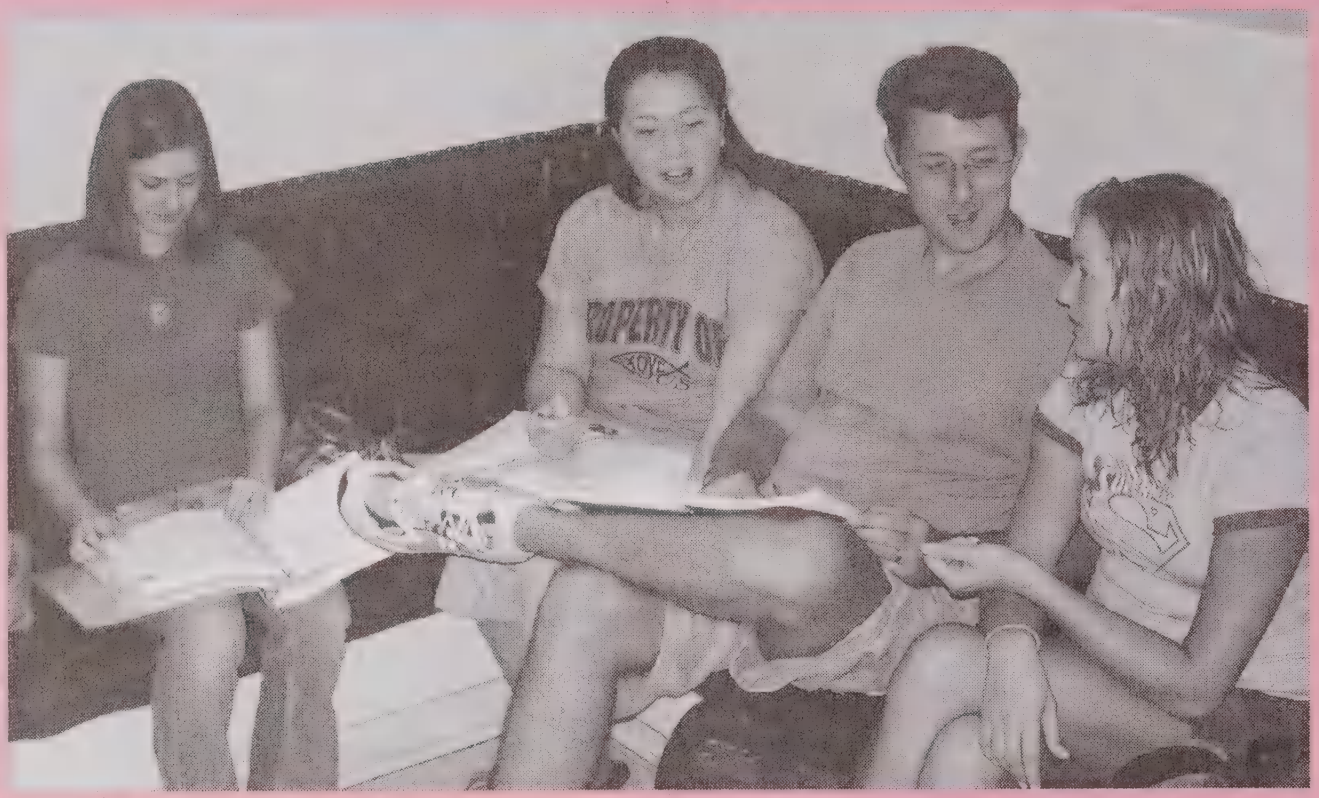
COM 231 is required in *humanities/fine arts.* PSY 150 is recommended in *social/behavioral sciences.* CHM 151, CHM 152, and PHY 251 are required in *natural sciences.* MAT 271 and MAT 272 are required in *mathematics.* CHM 251, CHM 252, and PHY 252 are required and MAT 273 is recommended in *other required hours. (Only students who place into MAT 272 may choose MAT 273.)*

Engineering

ECO 251 or ECO 252 is recommended in *social/behavioral sciences.* CHM 151, PHY 251, and PHY 252 are required in *natural sciences.* MAT 271 and MAT 272 are required in *mathematics.* MAT 273 and MAT 285, one course from CSC 134 or CSC 151, and one course from CHM 152 or DFT 170 are required in *other required hours. (A minimum of 4 SHC of college transfer courses in mathematics, natural sciences, or computer science is also required if CHM 152 in not selected.)*

Mathematics

PHY 251 and PHY 252 are required in *natural sciences.* MAT 175, MAT 271, and MAT 272 are required in *mathematics.* MAT 273, one course from MAT 280 or MAT 285, and one course from CSC 134 or CSC 151 are required in *other required hours.*



Electives that can apply in the A.A.S. programs:

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Accounting

A.A.S. Degree [A25100]
Diploma Program [D25100]
Certificate Program [C25100]

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication or	
COM	231	Public Speaking	
ECO	252	Principles of Macroeconomics	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research or	3 (3/0)
ENG	114	Professional Research & Reporting	
MAT	115	Mathematical Models or	3 (2/2)
MAT	140	Survey of Mathematics or	(3/0)
MAT	161	College Algebra	(3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19**

Major Required Courses

ACC	120	Princ. of Financial Accounting	4 (3/2)
ACC	121	Princ. of Managerial Accounting	4 (3/2)
ACC	131	Federal Income Taxes	3 (2/2)
ACC	140	Payroll Accounting	2 (1/2)
ACC	150	Accounting Software Appl.	2 (1/2)
ACC	220	Intermediate Accounting I	4 (3/2)
ACC	221	Intermediate Accounting II	4 (3/2)
ACC	225	Cost Accounting	3 (3/0)
ACC	240	Gov. & Not-for-Profit Accounting	3 (3/0)
BUS	110	Introduction to Business	3 (3/0)
BUS	115	Business Law I	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
CTS	130	Spreadsheet	3 (2/2)
ECO	251	Principles of Microeconomics	3 (3/0)
		Major Electives***	3 (-/-)
Total Major Required Hours			**49**

***Approved Major Electives

Select three credits

BUS	137	Principles of Management	3
BUS	230	Small Business Management	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
DBA	110	Database Concepts	3
MKT	120	Principles of Marketing	3
OST	131	Keyboarding	2
Total Required Credit Hours for A.A.S. Degree			**68**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester		Credits
ACC	120	4
BUS	110	3
CIS	110	3
COM	110	3
ENG	111	3
ENG	111A	1
		17

(First Year) Spring Semester		
ACC	121	4
ACC	150	2
CTS	130	3
ENG	114	3
MAT	115	3
		15

(First Year) Summer Semester	
Humanities/Fine Arts	3
	3

(Second Year) Fall Semester		
ACC	131	3
ACC	140	2
ACC	220	4
BUS	115	3
ECO	251	3
		15

(Second Year) Spring Semester			Credits
ACC	221		4
ACC	225		3
ACC	240		3
COE	111		1
COE	115		1
ECO	252		3
Major Elective			3
			18

Diploma Program

			Credits (Class/Lab/Work Exp.)
ACC	120	Princ. of Financial Accounting	4 (3/2)
ACC	121	Princ. of Managerial Accounting	4 (3/2)
ACC	131	Federal Income Taxes	3 (2/2)
ACC	150	Accounting Software Appl.	2 (1/2)
ACC	240	Gov. & Not-for-Profit Accounting	3 (3/0)
BUS	110	Introduction to Business	3 (3/0)
BUS	115	Business Law I	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication or	
ENG	111	Expository Writing & ENG 111A	(4/3/2)
CTS	130	Spreadsheet	3 (2/2)
MAT	115	Mathematical Models or	3 (2/2)
MAT	140	Survey of Mathematics or	(3/0)
MAT	161	College Algebra	(3/0)
Total Required Credit Hours for Diploma Program			**36-37**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Accounting Certificate

			Credits (Class/Lab/Work Exp.)
ACC	120	Princ. of Financial Accounting	4 (3/2)
ACC	121	Princ. of Managerial Accounting	4 (3/2)
ACC	131	Federal Income Taxes	3 (2/2)
ACC	140	Payroll Accounting	2 (1/2)
ACC	150	Accounting Software Appl.	2 (1/2)
BUS	110	Introduction to Business	3 (3/0)
Total Required Credit Hours for Certificate Program			**18**

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100] Certificate Programs [C35100A & C35100R]

Curriculum Description:

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Course and Hour Requirements

			Credits (Class/Lab/Work Exp.)
General Education Required Courses			
COM	110	Introduction to Communication	3 (3/0)
General Education Elective***			3-4 (-/-)
Total General Education Required Hours			**6-7**
Major Required Courses			
AHR	110	Introduction to Refrigeration	5 (2/6)
AHR	111	HVACR Electricity	3 (2/2)
AHR	112	Heating Technology	4 (2/4)
AHR	113	Comfort Cooling	4 (2/4)
AHR	114	Heat Pump Technology	4 (2/4)
AHR	133	HVAC Servicing	4 (2/6)
AHR	151	HVAC Duct Systems I	2 (1/3)
AHR	180	HVACR Customer Relations	1 (1/0)
AHR	211	Residential System Design	3 (2/2)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
Total Major Required Hours			**35**

******General Education Electives***

Select three or four credits

ENG	111	Expository Writing and	
ENG	111A		4
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
PSY	118	Interpersonal Psychology	3
Total Required Credit Hours in Diploma Program			**41-42**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semester

(First Year) Fall Semester	Credits
AHR 110	5
AHR 111	3
AHR 112	4
	12

(First Year) Spring Semester	
AHR 113	4
AHR 114	4
AHR 180	1
AHR 211	3
	12

(First Year) Summer Semester	
AHR 133	4
AHR 151	2
	6

(Second Year) Fall Semester	
CIS 110	3
COE 111	1
COE 115	1
COM 110	3
Gen Ed Elective	3-4
	11-12

Certificate Options

Credits (Class/Lab/Work Exp.)

Air Conditioning, Heating and Refrigeration Technology Certificate [C35100A]

AHR	110	Introduction to Refrigeration	5 (2/6)
AHR	111	HVACR Electricity	3 (2/2)
AHR	113	Comfort Cooling	4 (2/4)
AHR	114	Heat Pump Technology	4 (2/4)
AHR	180	HVACR Customer Relations	1 (1/0)
Total Credit Hours for Certificate Program			**17**

Refrigeration and Heating Servicing Certificate [C35100R]

AHR	110	Introduction to Refrigeration	5 (2/6)
AHR	111	HVACR Electricity	3 (2/2)
AHR	112	Heating Technology	4 (2/4)
AHR	133	HVAC Servicing	4 (2/6)
AHR	151	HVAC Duct Systems I	2 (1/3)
Total Credit Hours for Certificate Program			**18**

Automotive Systems Technology

Diploma Program [D60160] (Approval Pending)

Curriculum Description:

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	110	Introduction to Communication	3 (3/0)
MAT	115	Mathematical Models	3 (2/2)
Total General Education Required Hours			**6 (5/2)**

Major Required Courses

AUT	110	Introduction to Auto Technology	3 (2/2)
AUT	115	Engine Fundamentals	3 (2/3)
AUT	116	Engine Repair	3 (2/3)
AUT	141	Suspension & Steering Systems	3 (2/3)
AUT	151	Brake Systems	3 (2/3)
AUT	152	Brake Systems Lab	1 (0/2)
AUT	161	Basic Auto Electricity	5 (4/3)
AUT	162	Chassis Electrical & Electronics	3 (2/2)
AUT	164	Automotive Electronics	3 (2/2)
AUT	171	Auto Climate Control	4 (2/4)
AUT	183	Engine Performance 2	4 (2/6)
AUT	184	Engine Performance—Fuels Lab	1 (0/3)
AUT	221	Automatic Trans./Transaxles	3 (2/3)
AUT	231	Man. Trans./Axles/Drive Trains	4 (2/4)
AUT	281	Advanced Engine Performance	3 (2/2)
Total Major Required Hours			**46**

Total Required Credit Hours for Diploma Program **52**

Basic Law Enforcement Training

Certificate Program [C55120]

Curriculum Description:

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

Major Required Courses

CJC 100 Basic Law Enforcement Train. 19 (9/30)

Total Required Credit Hours in Certificate Program **19**

Subject	Contact Hours

Legal

Motor Vehicle Law	20
Preparing for Court and Testifying in Court	12
Elements of Criminal Law	24
Juvenile Laws and Procedures	8
Arrest, Search and Seizure/Const. Law	28
ABC Laws and Procedures	4

Patrol Duties

Techniques of Traffic Law Enforcement	24
Explosives & Hazardous Materails Emergencies	12
Traffic Accident Investigation	20
In-Custody Transportation	8
Crowd Management	12
Patrol Techniques	20
Law Enforcement Communication & Radio Procedures	8
Rapid Deployment Training	8
Anti-Terrorism Training	4

Communications

Dealing with Victims and the Public	10
Domestic Violence Response	12
Ethics for Professional Law Enforcement	4
Individuals with Mental Illness & Mental Retardation	8
Crime Prevention Techniques	6
Communication Skills for Law Enforcement Officers	8

Investigation

Fingerprinting and Photographing	6
Field Note-Taking and Report Writing	12
Criminal Investigation	34
Interviews: Field and In-Custody	16
Controlled Substances	12

Practical Application

First Responder	40
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	54
Subject Control Arrest Techniques	40

Sheriff-Specific

Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6

Miscellaneous

Course Orientation	4
Testing	24

***Any student who has completed the Basic Law Enforcement Training Program (BLET) can receive ten Semester Hours credit in the Criminal Justice Program for the following courses:*

CJC	131	Criminal Law	3
CJC	132	Court Procedure & Evidence	3
CJC	221	Investigative Principles	4

Biotechnology

A.A.S. Degree [A20100]

Curriculum Description:

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

General Education Required Courses

			Credits (Class/Lab/Work Exp.)
*ENG	111	Expository Writing	3 (3/0)
*ENG	111A	Expository Writing Lab	1 (0/2)
*ENG	113	Literature-Based Research or	3 (3/0)
*ENG	114	Professional Research & Reporting	
*MAT	115	Mathematical Models	3 (2/2)
*PSY	118	Interpersonal Psychology or	3 (3/0)
*PSY	150	General Psychology	
*		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

*BIO	111	General Biology I	4 (3/3)
*BIO	112	General Biology II	4 (3/3)
BIO	285	Research & Measurement	4 (2/4)
BTC	181	Basic Lab Techniques	4 (3/3)
*CHM	131	Introduction to Chemistry	3 (3/0)
*CHM	131A	Introduction to Chemistry Lab	1 (0/3)
*CHM	132	Organic and Biochemistry	4 (3/3)
*CIS	110	Introduction to Computers	3 (2/2)
COE	111	Co-op Work Experience I	1 (0/0/10)
*MAT	151	Statistics I	3 (3/0)
*MAT	151A	Statistics I Lab	1 (0/2)
*WEB	110	Internet/Web Fundamentals	3 (2/2)
		Technical Specialty Electives***	14 (-/-)
Total Major Required Hours			**49**

Total Required Credit Hours for A.A.S. Degree **65**

***Technical Specialty Electives

Select a minimum of 14 credit hours

*BIO	250	Genetics	4
*BIO	275	Microbiology	4
BTC	281	Bioprocess Techniques	4
BTC	285	Cell Culture	3
BTC	286	Immunological Techniques	4
BTC	288	Biotech Lab Experience	2
CHM	263	Analytical Chemistry	5

Suggested Curriculum By Semester

(First Year) Fall Semester			Credits
*BIO	111		4
*CHM	131		3
*CHM	131A		1
*CIS	110		3
*ENG	111		3
*ENG	111A		1
*MAT	115		3

(First Year) Spring Semester		
*BIO	112	4
*CHM	132	4
*MAT	151	3
*MAT	151A	1
*PSY	118 or	3
*PSY	150	

(Second Year) Fall Semester	Credits
BTC 181	4
*WEB 110	3
*Humanities/Fine Arts	3
Technical Specialty Electives	

(Second Year) Spring Semester	
BIO 285	4
COE 111	1
*ENG 113 or	3
*ENG 114	
Technical Specialty Electives	

**These classes are offered at the Mitchell Community College Campus. The others are offered at Forsyth Technical Community College.*

Business Administration

A.A.S. Degree [A25120]
Certificate Program [C25120]

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision-making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research or	3 (3/0)
ENG	114	Professional Research & Reporting	
MAT	140	Survey of Mathematics or	3 (3/0)
MAT	161	College Algebra	
PSY	118	Interpersonal Psychology or	3 (3/0)
PSY	150	General Psychology or	
SOC	210	Introduction to Sociology	
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19**

Major Required Courses

ACC	120	Princ. of Financial Accounting	4 (3/2)
ACC	121	Princ. of Managerial Accounting	4 (3/2)
BUS	110	Introduction to Business	3 (3/0)
BUS	115	Business Law I	3 (3/0)
BUS	121	Business Math	3 (2/2)
BUS	137	Principles of Management	3 (3/0)
BUS	260	Business Communication	3 (3/0)
BUS	291	Selected Topics in Business	1 (0/3)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
CTS	130	Spreadsheet	3 (2/2)
ECO	251	Principles of Microeconomics	3 (3/0)
ECO	252	Principles of Macroeconomics	3 (3/0)
MKT	120	Principles of Marketing	3 (3/0)
OST	131	Keyboarding	2 (1/2)
		Major Electives***	6 (-/-)
Total Major Required Hours			**49**

***Approved Major Electives

ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Appl.	2
BUS	135	Principles of Supervision	3
BUS	153	Human Resource Management	3
BUS	230	Small Business Management	3
BUS	253	Leadership & Management Skills	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling	3
MKT	220	Advertising and Sales Promotion	3
Total Required Credit Hours for A.A.S. Degree			**68**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester		**Credits**
ACC	120	4
BUS	110	3
BUS	121	3
ENG	111	3
ENG	111A	1
OST	131	2
		16

(First Year) Spring Semester		
ACC	121	4
CIS	110	3
COM	120	3
ENG	114	3
MAT	140	3
		16

(First Year) Summer Semester	
Humanities/Fine Arts	3
	3

(Second Year) Fall Semester		
BUS	115	3
BUS	137	3
BUS	260	3
ECO	251	3
MKT	120	3
Major Elective		3
		18

(Second Year) Spring Semester			Credits
BUS	291		1
COE	111**		1
COE	115**		1
CTS	130		3
ECO	252		3
PSY	118		3
Major Elective			3
			15

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Option

Credits (Class/Lab/Work Exp.)

Management Certificate [C25120A]

BUS	110	Introduction to Business	3 (3/0)
BUS	115	Business Law I	3 (3/0)
BUS	121	Business Math	3 (2/2)
BUS	137	Principles of Management	3 (3/0)
COM	120	Interpersonal Communication	3 (3/0)
PSY	118	Interpersonal Psychology	3 (3/0)
Total Required Credit Hours for Certificate Program			**18**

Business Administration—Marketing and Retailing

A.A.S. Degree [A2512F]
Certificate Program [C2512F]

Curriculum Description:

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	140	Survey of Mathematics or	3 (3/0)
MAT	161	College Algebra	
		Humanities/Fine Arts Elective	3 (-/-)
		Social/Behavioral Sciences Elective	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

ACC	120	Princ. of Financial Accounting	4 (3/2)
BUS	110	Introduction to Business	3 (3/0)
BUS	115	Business Law I	3 (3/0)
BUS	121	Business Math	3 (2/2)
BUS	137	Principles of Management	3 (3/0)
BUS	260	Business Communication	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
ECO	251	Principles of Microeconomics	3 (3/0)
MKT	120	Principles of Marketing	3 (3/0)
MKT	121	Retailing	3 (3/0)
MKT	122	Visual Merchandising	3 (3/0)
MKT	123	Fundamentals of Selling	3 (3/0)
MKT	220	Advertising and Sales Promotion	3 (3/0)
MKT	225	Marketing Research	3 (3/0)
MKT	226	Retail Applications	3 (3/0)
OST	131	Keyboarding	2 (1/2)
Total Major Required Hours			**50**

Total Required Credit Hours for A.A.S. Degree	**66**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester	Credits
BUS 110	3
BUS 115	3
BUS 121	3
MKT 120	3
OST 131	2
	14

(First Year) Spring Semester	
ACC 120	4
CIS 110	3
ENG 111	3
ENG 111A	1
MKT 121	3
MKT 122	3
	17

(First Year) Summer Semester	
Humanities/Fine Arts	3
	3

(Second Year) Fall Semester		Credits
BUS	137	3
BUS	260	3
ECO	251	3
MKT	123	3
MKT	220	3
		15

(Second Year) Spring Semester		
COE	111**	1
COE	115**	1
COM	120	3
MAT	140	3
MKT	225	3
MKT	226	3
Social/Behavioral Sciences		3
		17

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Option

Credits (Class/Lab/Work Exp.)

Marketing Certificate [C2512F]

COM	120	Interpersonal Communication	3 (3/0)
MKT	120	Principles of Marketing	3 (3/0)
MKT	121	Retailing	3 (3/0)
MKT	122	Visual Merchandising	3 (3/0)
MKT	123	Fundamentals of Selling	3 (3/0)
PSY	118	Interpersonal Psychology	3 (3/0)
Total Required Credit Hours for Certificate Program			**18**

Computer Information Technology

A.A.S. Degree [A25260]
Diploma Program [D25260]
Certificate Programs [C25260D, C25260I, C25260S, & C25260Y]

Curriculum Description:

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication	
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	115	Mathematical Models or	3 (2/2)
MAT	161	College Algebra	(3/0)
		Humanities/Fine Arts Elective	3 (-/-)
		Social/Behavioral Sciences Elective	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

BUS	110	Introduction to Business	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
CTS	120	Hardware/Software Support	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
CTS	289	System Support Project	3 (1/4)
DBA	110	Database Concepts	3 (2/3)
NET	110	Networking Concepts	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)
NOS	130	Windows Single User	3 (2/2)
NOS	230	Windows Administration I	3 (2/2)
SEC	110	Security Concepts	3 (3/0)
		Major Electives***	12 (-/-)
Total Major Required Hours			**50**

***Approved Major Electives

ACC	120	Princ. of Financial Accounting	4
CTS	130	Spreadsheet	3
CTS	230	Advanced Spreadsheet	3
DBA	115	Database Applications	3
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
SPA	111	Elementary Spanish I or	3

SPA	120	Spanish for the Workplace	3
WEB	110	Internet/Web Fundamentals	3

Total Required Credit Hours for A.A.S. Degree **66**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester			**Credits**
CIS	110		3
CIS	115		3
ENG	111		3
ENG	111A		1
MAT	115	or	3
MAT	161		
NOS	110		3
Major elective			3
			19

(First Year) Spring Semester			
CTS	120		3
DBA	110		3
NET	110		3
NOS	130		3
Major elective			3
			15

(Second Year) Fall Semester			
BUS	110		3
COM	110	or	3
COM	120		
CTS	285		3
SEC	110		3
Humanities/Fine Arts			3
Major elective			3
			18

(Second Year) Spring Semester			
COE	111		1
COE	115		1
CTS	289		3
NOS	230		3
Major elective			3
Social/Behavioral Sciences			3
			14

Diploma Program

			Credits (Class/Lab/Work Exp.)
CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication or	
CTS	130	Spreadsheet	3 (2/2)
CTS	230	Advanced Spreadsheet	3 (2/2)
CTS	285	Systems Analysis & Design	3 (3/0)
DBA	110	Database Concepts	3 (2/3)
DBA	115	Database Applications	3 (2/2)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	115	Mathematical Models or	3 (2/2)
MAT	161	College Algebra	(3/0)
OST	131	Keyboarding	2 (1/2)
OST	134	Text Entry & Formatting	3 (2/2)
WEB	110	Internet/Web Fundamentals	3 (2/2)

Total Required Credit Hours for Diploma Program **41**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

Credits (Class/Lab/Work Exp.)

Database Certificate [C25260D]

CIS	110	Intro. to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
DBA	110	Database Concepts	3 (2/3)
DBA	115	Database Applications	3 (2/2)
SEC	110	Security Concepts	3 (3/0)

Total Required Credit Hours for Certificate Program **18**

Information Systems Certificate [C25260I]

CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
CTS	130	Spreadsheet	3 (2/2)
DBA	110	Database Concepts	3 (2/3)
NOS	110	Operating System Concepts	3 (2/3)
WEB	110	Internet/Web Fundamentals	3 (2/2)

Total Required Credit Hours for Certificate Program **18**

Spreadsheet Certificate [C25260S]

ACC	120	Princ. of Financial Accounting	4 (3/2)
CIS	110	Introduction to Computers	3 (2/2)
CTS	130	Spreadsheet	3 (2/2)
CTS	230	Advanced Spreadsheet	3 (2/2)
WEB	110	Internet/Web Fundamentals	3 (2/2)

Total Required Credit Hours for Certificate Program **16**

Systems Certificate [C25260Y]

CIS	110	Introduction to Computers	3 (2/2)
CTS	285	Systems Analysis & Design	3 (3/0)
NET	110	Networking Concepts	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)
NOS	130	Windows Single User	3 (2/2)
SEC	110	Security Concepts	3 (3/0)

Total Required Credit Hours for Certificate Program **18**

Computer Programming

A.A.S. Degree [A25130]
Diploma Program [D25130]
Certificate Programs [C25130B, C25130C, C25130J, & C25130V]

Curriculum Description:

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication	
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	115	Mathematical Models or	3 (2/2)
MAT	161	College Algebra	(3/0)
Humanities/Fine Arts Elective			3 (-/-)
Social/Behavioral Sciences Elective			3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

BUS	110	Introduction to Business	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
CSC	289	Programming Capstone Project	3 (1/4)
CTS	130	Spreadsheet	3 (2/2)
CTS	230	Advanced Spreadsheet	3 (2/2)
CTS	285	Systems Analysis & Design	3 (3/0)
DBA	110	Database Concepts	3 (2/3)
NET	110	Networking Concepts	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)
NOS	130	Windows Single User	3 (2/2)
SEC	110	Security Concepts	3 (3/0)

A.A.S. Degree must select three of the following courses:

CSC	134	C++ Programming	3 (2/3)
CSC	139	Visual BASIC Programming	3 (2/3)
CSC	142	Visual COBOL Programming	3 (2/3)
CSC	151	JAVA Programming	3 (2/3)

A.A.S. Degree must select two of the following courses:

CSC	234	Advanced C++ Programming	3 (2/3)
CSC	239	Advanced Visual BASIC Prog.	3 (2/3)
CSC	242	Advanced Visual COBOL Prog.	3 (2/3)
CSC	251	Advanced JAVA Programming	3 (2/3)
Total Major Required Hours for A.A.S. Degree			**53**

Total Required Credit Hours for A.A.S. Degree **69**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester			**Credits**
CIS	110		3
CIS	115		3
CSC	139	and/or	3
CSC	142		3
ENG	111		3
ENG	111A		1
NOS	110		3
			16-19

(First Year) Spring Semester			
BUS	110		3
CSC	239	and/or	3
CSC	242		3
DBA	110		3
NET	110		3
NOS	130		3
			15-18

(Second Year) Fall Semester			
CSC	134	and/or	3
CSC	151		3
CTS	130		3
CTS	285		3
MAT	115	or	3
MAT	161		
SEC	110		3
Humanities/Fine Arts			3
			18-21

(Second Year) Spring Semester			
COE	111		1
COE	115		1
COM	110	or	3
COM	120		
CSC	234	and/or	3
CSC	251		3
CSC	289		3
CTS	230		3
Social/Behavioral Sciences			3
			17-20

Diploma Program

			Credits (Class/Lab/Work Exp.)
CIS	110	Intro. to Computers	3 (2/2)
CIS	115	Introduction to Prog. & Logic	3 (2/3)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COM	110	Intro. to Communication or	3 (3/0)
COM	120	Interpersonal Communication or	
ENG	111	Expository Writing & ENG 111A	(4/3/2)
CTS	285	Systems Analysis & Design	3 (3/0)
MAT	115	Mathematical Models or	3 (2/2)
MAT	161	College Algebra	(3/0)
NET	110	Networking Concepts	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)

Diploma Program must select three of the following courses:

CSC	134	C++ Programming	3 (2/3)
CSC	139	Visual BASIC Programming	3 (2/3)
CSC	142	Visual COBOL Programming	3 (2/3)
CSC	151	JAVA Programming	3 (2/3)

Diploma Program must select two of the following courses:

CSC	234	Advanced C++ Programming	3 (2/3)
CSC	239	Advanced Visual BASIC Prog.	3 (2/3)
CSC	242	Advanced Visual COBOL Prog.	3 (2/3)
CSC	251	Advanced JAVA Programming	3 (2/3)

Total Required Credit Hours for Diploma Program **38**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours*

Certificate Options

Credits (Class/Lab/Work Exp.)

COBOL Programming Certificate [C25130B]

CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Introduction to Prog. & Logic	3 (2/3)
CSC	142	Visual COBOL Programming	3 (2/3)
CSC	242	Advanced Visual COBOL Prog.	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
SEC	110	Security Concepts	3 (3/0)

Total Required Credit Hours for Certificate **18**

C++ Programming Certificate [C25130C]

CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Introduction to Prog. & Logic	3 (2/3)
CSC	134	C++ Programming	3 (2/3)
CSC	234	Advanced C++ Programming	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
DBA	110	Database Concepts	3 (2/3)

Total Required Credit Hours for Certificate **18**

JAVA Programming Certificate [C25130J]

CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Introduction to Prog. & Logic	3 (2/3)
CSC	151	JAVA Programming	3 (2/3)
CSC	251	Advanced JAVA Programming	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
DBA	110	Database Concepts	3 (2/3)

Total Required Credit Hours for Certificate **18**

Visual BASIC Programming Certificate [C25130V]

CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Introduction to Prog. & Logic	3 (2/3)
CSC	139	Visual BASIC Programming	3 (2/3)
CSC	239	Advanced Visual BASIC Prog.	3 (2/3)
CTS	285	Systems Analysis & Design	3 (3/0)
SEC	110	Security Concepts	3 (3/0)

Total Required Credit Hours for Certificate **18**

Cosmetology

Diploma Program [D55140]

Curriculum Description:

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
PSY	118	Interpersonal Psychology	3 (3/0)

Total General Education Required Hours **6**

Major Required Courses

COS	111	Cosmetology Concepts I	4 (4/0)
COS	112	Salon I	8 (0/24)
COS	113	Cosmetology Concepts II	4 (4/0)
COS	114	Salon II	8 (0/24)

COS	115	Cosmetology Concepts III	4 (4/0)
COS	116	Salon III	4 (0/12)
COS	117	Cosmetology Concepts IV	2 (2/0)
COS	118	Salon IV	7 (0/21)
Total Major Required Hours			**41**

Total Required Credit Hours for Diploma Program **47**

Suggested Curriculum By Semester

Day Students

Fall Semester	**Credits**
COS 111	4
COS 112	8
	12

Spring Semester	
COS 113	4
COS 114	8
PSY 118	3
	15

Summer Semester	
COS 115	4
COS 116	4
	8

Fall Semester	
COM 120	3
COS 117	2
COS 118	7
	12

Cosmetology Instructor

Certificate Program [C55160]

Curriculum Description:

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

None

Major Required Courses

COS	271	Instructor Concepts I	5 (5/0)
COS	272	Instructor Practicum I	7 (0/21)
COS	273	Instructor Concepts II	5 (5/0)
COS	274	Instructor Practicum II	7 (0/21)
Total Major Required Hours			**24**

Total Required Credit Hours for Certificate Program **24**

Suggested Curriculum By Semester

Fall Semester	**Credits**
COS 271	5
COS 272	7
	12

Spring Semester	
COS 273	5
COS 274	7
	12

Criminal Justice Technology

A.A.S. Degree [A55180]

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	114	Prof. Research & Reporting	3 (3/0)
MAT	115	Mathematical Models or	3 (2/2)
MAT	140	Survey of Mathematics or	(3/0)
MAT	161	College Algebra	(3/0)
POL	130	State & Local Government	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19**

Major Required Courses

CIS	110	Introduction to Computers	3 (2/2)
CJC	111	Introduction to Criminal Justice	3 (3/0)
CJC	112	Criminology	3 (3/0)
CJC	113	Juvenile Justice	3 (3/0)
CJC	121	Law Enforcement Operations++	3 (3/0)
CJC	122	Community Policing	3 (3/0)
CJC	131	Criminal Law+	3 (3/0)
CJC	132	Court Procedure & Evidence+	3 (3/0)
CJC	141	Corrections	3 (3/0)
CJC	151	Introduction to Loss Prevention	3 (3/0)
CJC	160	Terrorism: Underlying Issues	3 (3/0)
CJC	212	Ethics & Community Relations	3 (3/0)
CJC	215	Organization & Administration	3 (3/0)
CJC	221	Investigative Principles+	4 (3/2)
CJC	231	Constitutional Law	3 (3/0)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
PSY	150	General Psychology	3 (3/0)
SOC	210	Introduction to Sociology	3 (3/0)
		Major Elective***	2 (-/-)
Total Major Required Hours			**56**

***Approved Major Electives

BIO	111	General Biology I	4
COE	112, 121	Cooperative Education	1-2
HEA	112	First Aid & CPR	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	143	Volleyball-Beginning	1
PED	145	Basketball-Beginning	1
PSY	281	Abnormal Psychology	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Total Required Credit Hours for A.A.S. Degree **75**

Suggested Curriculum By Semester

(First Year) Fall Semester			Credits
CJC	111		3
CJC	112		3
CJC	131		3
ENG	111		3
ENG	111A		1
MAT	115	or	3
MAT	140	or	
MAT	161		
			16

(First Year) Spring Semester			
CIS	110		3
CJC	113		3
CJC	122		3
CJC	215		3
ENG	114		3
POL	130		3
			18

(First Year) Summer Semester			
CJC	121		3
CJC	141		3
CJC	151		3
			9

(Second Year) Fall Semester			
CJC	132		3
CJC	212		3
CJC	221		4
PSY	150		3
SOC	210		3
			16

(Second Year) Spring Semester	Credits
CJC 160	3
CJC 231	3
COE 111	1
COE 115	1
COM 120	3
Major Elective	2
Humanities/Fine Arts	3
	16

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

+Students who have completed the Basic Law Enforcement Training Program (BLET) can receive 10 SHC in the Criminal Justice Program through the courses designated.

++BLET graduates may receive an additional 3 SHC through credit by exam for CJC 121.

Early Childhood Education

A.A.S. Degree [A55220]
Diploma Program [D55220]
Certificate Program [C55220]

Curriculum Description:

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

*COM	120	Interpersonal Communication	3 (3/0)
*ENG	111	Expository Writing	3 (3/0)
*ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research	3 (3/0)
BIO	110	Principles of Biology or	4 (3/3)
MAT	140	Survey of Mathematics	(3/3/0)
PSY	150	General Psychology	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19-20**

Major Required Courses

CIS	110	Introduction to Computers	3 (2/2)
*COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
*EDU	119	Intro. to Early Child Education	4 (4/0)
EDU	126	Early Childhood Seminar I	2 (0/0/2)
*EDU	131	Children, Family, & Community	3 (3/0)
*EDU	144	Child Development I	3 (3/0)
*EDU	145	Child Development II	3 (3/0)
*EDU	146	Child Guidance	3 (3/0)
*EDU	151	Creative Activities	3 (3/0)
*EDU	153	Health, Safety, & Nutrition	3 (3/0)
*EDU	221	Children with Exceptionalities	3 (3/0)
*EDU	252	Math & Science Activities	3 (3/0)
EDU	259	Curriculum Planning	3 (3/0)
EDU	271	Educational Technology	3 (2/2)
*EDU	280	Language & Literacy Experiences	3 (3/0)
SOC	213	Sociology of the Family	3 (3/0)
		Major Electives***	4 (-/-)
Total Major Required Hours			**51**

***Approved Major Electives

BUS	230	Small Business Management	3
EDU	152	Music, Movement, & Language	3
EDU	234	Infants, Toddlers, & Twos	3
EDU	235	School-Age Development & Programs	2
EDU	250	PRAXIS I Preparation	1
EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3
EDU	282	Early Childhood Literature	3
EDU	288	Advanced Issues/Early Child Edu.	2
SPA	120	Spanish for the Workplace	3

Total Required Credit Hours for A.A.S. Degree **70-71**

***Total Required Credit Hours for Diploma Program** **39**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semester

(First Year) Fall Semester		Credits
BIO	110 or	4
MAT	140	(3)
EDU	119	4
EDU	144	3
EDU	153	3
ENG	111	3
ENG	111A	1
		17-18

(First Year) Spring Semester		
CIS	110	3
COE	111	1
COE	115	1
EDU	126	2
EDU	145	3
EDU	146	3
ENG	113	3
		16

(First Year) Summer Semester		
COM	120	3
SOC	213	3
		6

(Second Year) Fall Semester		Credits
EDU	151	3
EDU	221	3
EDU	271	3
PSY	150	3
Major Elective		2
		14

(Second Year) Spring Semester		
EDU	131	3
EDU	252	3
EDU	259	3
EDU	280	3
Humanities/Fine Arts		3
Major Elective		2
		17

Certificate Option

Credits (Class/Lab/Work Exp.)

Early Childhood Education Certificate

EDU	119	Intro. to Early Child Education	4 (4/0)
EDU	146	Child Guidance	3 (3/0)
EDU	151	Creative Activities	3 (3/0)
		Approved Major Electives***	6 (-/-)
Total Required Credit Hours for Certificate Program			**16**

Early Childhood—Special Education

A.A.S. Degree [A5522A]

Curriculum Description:

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research	3 (3/0)
BIO	110	Principles of Biology or	4 (3/3)
MAT	140	Survey of Mathematics	(3/3/0)
PSY	150	General Psychology	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19-20**

Major Required Courses

CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
EDU	119	Intro. to Early Child Education	4 (4/0)
EDU	131	Children, Family, & Community	3 (3/0)
EDU	144	Child Development I	3 (3/0)
EDU	145	Child Development II	3 (3/0)
EDU	146	Child Guidance	3 (3/0)
EDU	147	Behavior Disorders	3 (3/0)

EDU	148	Learning Disabilities	5 (4/2)
EDU	151	Creative Activities	3 (3/0)
EDU	153	Health, Safety, & Nutrition	3 (3/0)
EDU	221	Children with Exceptionalities	3 (3/0)
EDU	247	Physical Disabilities	3 (3/0)
EDU	248	Mental Retardation	3 (2/2)
EDU	271	Educational Technology	3 (2/2)
EDU	280	Language & Literacy Experiences	3 (3/0)
		Major Electives***	4 (-/-)
Total Major Required Hours			**54**

***Approved Major Electives

COE	121	Co-op Work Experience II	1
EDU	235	School-Age Development & Programs	2
SOC	210	Introduction to Sociology	3
SPA	120	Spanish for the Workplace	3

Total Required Credit Hours for A.A.S. Degree **73-74**

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semester

(First Year) Fall Semester		**Credits**
EDU	119	4
EDU	144	3
EDU	153	3
EDU	221	3
ENG	111	3
ENG	111A	1
		17

(First Year) Spring Semester		**Credits**
CIS	110	3
EDU	131	3
EDU	145	3
EDU	146	3
EDU	247	3
Humanities/Fine Arts		3
		18

(First Year) Summer Semester		
COM	120	3
PSY	150	3
		6

(Second Year) Fall Semester		
COE	111	1
COE	115	1
EDU	148	5
EDU	151	3
EDU	271	3
ENG	113	3
		16

(Second Year) Spring Semester		
BIO	110 or	4
MAT	140	(3)
EDU	147	3
EDU	248	3
EDU	280	3
Major Elective		4
		16-17

Early Childhood—Teacher Associate

A.A.S. Degree [A5522B]

Curriculum Description:

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research	3 (3/0)
BIO	110	Principles of Biology or	4 (3/3)
MAT	140	Survey of Mathematics	(3/3/0)
PSY	150	General Psychology	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19-20**

Major Required Courses

CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COE	121**	Co-op Work Experience II	1 (0/0/10)

EDU	118	Teacher Assoc. Princ. & Practices	3 (3/0)
EDU	119	Intro. to Early Child Education	4 (4/0)
EDU	131	Children, Family, & Community	3 (3/0)
EDU	144	Child Development I	3 (3/0)
EDU	145	Child Development II	3 (3/0)
EDU	146	Child Guidance	3 (3/0)
EDU	151	Creative Activities	3 (3/0)
EDU	153	Health, Safety, & Nutrition	3 (3/0)
EDU	186	Reading & Writing Methods	3 (3/0)
EDU	221	Children with Exceptionalities	3 (3/0)
EDU	235	School-Age Dev. & Programs	2 (2/0)
EDU	259	Curriculum Planning	3 (3/0)
EDU	271	Educational Technology	3 (2/2)
EDU	275	Effective Teaching Training	2 (2/0)
EDU	280	Language & Literacy Experiences	3 (3/0)
EDU	285	Internship Exp.—School Age	1 (1/0)
		Major Electives***	4 (-/-)
Total Major Required Hours			**55**

***Approved Major Electives

EDU	250	PRAXIS I Preparation	1
EDU	254	Music & Movement for Children	2
EDU	282	Early Childhood Literature	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3
SPA	120	Spanish for the Workplace	3

Total Required Credit Hours For A.A.S. Degree **74-75**

**COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semester

(First Year) Fall Semester		Credits
BIO	110 or	4
MAT	140	(3)
EDU	119	4
EDU	144	3
EDU	153	3
ENG	111	3
ENG	111A	1
		17-18

(First Year) Spring Semester		
CIS	110	3
COE	111	1
COE	115	1
EDU	118	3
EDU	131	3
EDU	145	3
EDU	146	3
		17

(First Year) Summer Semester		
COM	120	3
PSY	150	3
		6

(Second Year) Fall Semester		Credits
EDU	151	3
EDU	186	3
EDU	221	3
EDU	271	3
ENG	113	3
Humanities/Fine Arts		3
		18

(Second Year) Spring Semester		Credits
COE	121	1
EDU	235	2
EDU	259	3
EDU	275	2
EDU	280	3
EDU	285	1
Major Elective		4
		16

Electrical/ Electronics Technology

Diploma Program [D35220] Certificate Programs [C35220C & C35220E]

Curriculum Description:

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/ electronic systems.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM 110	Introduction to Communication	3 (3/0)
MAT 121	Algebra/Trigonometry I	3 (2/2)
Total General Education Required Hours		**6**

Major Required Courses

COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
ELC	113	Basic Wiring I	4 (2/6)
ELC	115	Industrial Wiring	4 (2/6)
ELC	117	Motors and Controls	4 (2/6)
ELC	119	NEC Calculations	2 (1/2)
ELC	128	Introduction to PLC	3 (2/3)
ELC	131	DC/AC Circuit Analysis	5 (4/3)
ELC	229	Applications Project	2 (1/3)
ELN	131	Semiconductor Applications	4 (3/3)
Total Major Required Hours			**30**

Total Required Credit Hours for Diploma Program **36**

Suggested Curriculum By Semester

*This program is offered as an **evening-only** option.*

(First Year) Fall Semester		Credits
COM	110	3
ELC	131AB	2.50
MAT	121	3
		8.50

(First Year) Spring Semester		
ELC	113	4
ELC	119	2
ELC	131BB	2.50
		8.50

(Second Year) Fall Semester		Credits
ELC	115	4
ELC	117	4
		8

(Second Year) Spring Semester		
COE	111	1
COE	115	1
ELC	128	3
ELC	229	2
ELN	131	4
		11

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

Credits (Class/Lab/Work Exp.)

Industrial Controls Certificate [C35220C]

ELC	113	Basic Wiring I	4 (2/6)
ELC	117	Motors and Controls	4 (2/6)
ELC	128	Introduction to PLC	3 (2/3)
ELC	131	DC/AC Circuit Analysis	5 (4/3)
ELC	229	Applications Project	2 (1/3)
Total Required Credit Hours for Certificate Program			**18**

Electrical Wiring Certificate [C35220E]

ELC	113	Basic Wiring I	4 (2/6)
ELC	115	Industrial Wiring	4 (2/6)
ELC	119	NEC Calculations	2 (1/2)
ELC	131	DC/AC Circuit Analysis	5 (4/3)
Total Required Credit Hours for Certificate Program			**15**

Electronics Engineering Technology

A.A.S. Degree [A40200]
Diploma Program [D40200]
Certificate Programs [C40200C, C40200D, C40200E, & C40200U]

Curriculum Description:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
*ENG	111	Expository Writing	3 (3/0)
*ENG	111A	Expository Writing Lab	1 (0/2)
*MAT	121	Algebra/Trigonometry I	3 (2/2)
		Humanities/Fine Arts Elective	3 (-/-)
		Social/Behavioral Sciences Elec.	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

CET	111	Computer Upgrade/Repair I	3 (2/3)
CET	211	Computer Upgrade/Repair II	3 (2/3)
*CIS	110	Introduction to Computers	3 (2/2)
*COE	111**	Co-op Work Experience I	1 (0/0/10)
*COE	115**	Work Experience Seminar I	1 (1/0)
*ELC	128	Introduction to PLC	3 (2/3)
*ELC	131	DC/AC Circuit Analysis	5 (4/3)
*ELN	131	Semiconductor Applications	4 (3/3)
*ELN	132	Linear IC Applications	4 (3/3)
*ELN	133	Digital Electronics	4 (3/3)
*ELN	232	Introduction to Microprocessors	4 (3/3)
ELN	234	Communication Systems	4 (3/3)
MAT	122	Algebra/Trigonometry II	3 (2/2)
PHY	131	Physics-Mechanics	4 (2/2)
*		Major Elective***	3 (-/-)
Total Major Required Hours			**49**

***Approved Major Electives

COE	112, 121, 131	Cooperative Education	1-3
DFT	151	CAD I	3
ELC	113	Basic Wiring I	4
HYD	110	Hydraulics/Pneumatics I	3
MEC	161	Manufacturing Processes I	3
NET	110	Networking Concepts	3
NOS	110	Operating System Concepts	3

Total Required Credit Hours for A.A.S. Degree	**65**
***Total Credit Hours for Diploma Program**	**39**

Suggested Curriculum By Semester

Applies to day offerings.

(First Year) Fall Semester	**Credits**
CET 111	3
CIS 110	3
COM 120	3
ELC 131	5
MAT 121	3
	17

(First Year) Spring Semester	**Credits**
CET 211	3
ELN 131	4
ELN 133	4
MAT 122	3
	14

(First Year) Summer Semester	
ENG 111	3
ENG 111A	1
Social/Behavioral Sciences	3
	7

(Second Year) Fall Semester	
ELC 128	3
ELN 132	4
ELN 232	4
Humanities/Fine Arts	3
	14

(Second Year) Spring Semester	
COE 111	1
COE 115	1
ELN 234	4
PHY 131	4
Major Elective	3
	13

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

Credits (Class/Lab/Work Exp.)

Communication Certificate [C40200C]

ELC	131	DC/AC Circuit Analysis	5 (4/3)
ELN	131	Semiconductor Applications	4 (3/3)
ELN	132	Linear IC Applications	4 (3/3)
ELN	234	Communication Systems	4 (3/3)
Total Required Credit Hours for Certificate Program			**17**

Digital Microprocessors Certificate [C40200D]

CIS	110	Introduction to Computers	3 (2/2)
ELC	131	DC/AC Circuit Analysis	5 (4/3)
ELN	133	Digital Electronics	4 (3/3)
ELN	232	Introduction to Microprocessors	4 (3/3)
Total Required Credit Hours for Certificate Program			**16**

Electronic Devices Certificate [C40200E]

CIS	110	Introduction to Computers	3 (2/2)
ELC	131	DC/AC Circuit Analysis	5 (4/3)
ELN	131	Semiconductor Applications	4 (3/3)
ELN	132	Linear IC Applications	4 (3/3)
Total Required Credit Hours for Certificate Program			**16**

Computer Upgrade/Repair Certificate [C40200U]

CET	111	Computer Upgrade/Repair I	3 (2/3)
CET	211	Computer Upgrade/Repair II	3 (2/3)
CIS	110	Introduction to Computers	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)
Total Required Credit Hours for Certificate Program			**12**

Esthetics Technology

Certificate Program [C55230]

Curriculum Description:

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Course and Hour Requirements

General Education Required Courses

None

Credits (Class/Lab/Work Exp.)

Major Required Courses

COS	119	Esthetics Concepts I	2 (2/0)
COS	120	Esthetics Salon I	6 (0/18)
COS	125	Esthetics Concepts II	2 (2/0)
COS	126	Esthetics Salon II	6 (0/18)
Total Required Credit Hours for Certificate Program			**16**

Suggested Curriculum By Semester

Fall Semester		**Credits**
COS	119	2
COS	120	6
		8

Spring Semester		
COS	125	2
COS	126	6
		8

General Occupational Technology

A.A.S. Degree [A55280]
Diploma Program [D55280]

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

A.A.S. General Education Core **15-16 SHC**
Diploma General Education Core **6-7 SHC**

A.A.S. programs must contain a minimum of six semester hours of communications. Diploma programs must contain a minimum of three semester hours of communications. Choose from the following to fulfill requirement:

COM	110	Introduction to Communication	3
COM	120	Interpersonal Communication	3
COM	231	Public Speaking	3
ENG	111	Expository Writing and	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3
ENG	114	Professional Research & Reporting	3

For the Degree program choose at least one course from each of the following categories. For the diploma program choose one course from any of the following categories.

Humanities/Fines Art Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
MUS	112	Introduction to Jazz	3
PHI	215	Philosophical Issues	3
PHI	230	Introduction to Logic	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
GEO	131	Physical Geography I	4
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics Courses

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	130	General, Organic, & Biochemistry	3
CHM	130A	General, Organic, & Biochemistry Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
CIS	110	Introduction to Computers	3
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Total Major Hours Required for A.A.S. 49 SHC
Total Major Hours Required for Diploma 30 SHC
Select from the following courses

ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	131	Federal Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
ACC	220	Intermediate Accounting I	4
ACC	221	Intermediate Accounting II	4
ACC	225	Cost Accounting	3
ACC	240	Gov. & Not-for-Profit Accounting	3
AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	133	HVAC Servicing	4
AHR	151	HVAC Duct Systems I	2
AHR	180	HVACR Customer Relations	1
AHR	211	Residential System Design	3
ANT	210	General Anthropology	3
ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3

ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
AUT	110	Introduction to Auto Technology	3
AUT	115	Engine Fundamentals	3
AUT	116	Engine Repair	3
AUT	141	Suspension & Steering Systems	3
AUT	151	Brake Systems	3
AUT	152	Brake Systems Lab	1
AUT	161	Basic Auto Electricity	5
AUT	162	Chassis Electrical & Electronics	3
AUT	164	Automotive Electronics	3
AUT	171	Auto Climate Control	4
AUT	183	Engine Performance 2	4
AUT	184	Engine Performance—Fuels Lab	1
AUT	221	Automatic Transmissions/Transaxles	3
AUT	231	Manual Transmissions/Axles/ Drive Trains	4
AUT	281	Advanced Engine Performance	3
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	250	Genetics	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	121	Business Math	3
BUS	135	Principles of Supervision	3
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	3
BUS	230	Small Business Management	3
BUS	253	Leadership and Management Skills	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
CET	111	Computer Upgrade/Repair I	3
CET	211	Computer Upgrade/Repair II	3
CHM	130	General, Organic, & Biochemistry	3
CHM	130A	General, Organic, & Biochemistry Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	132	Organic and Biochemistry	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CIS	110	Introduction to Computers	3
CIS	115	Introduction to Programming & Logic	3
CJC	100	Basic Law Enforcement Training	19
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	122	Community Policing	3
CJC	131	Criminal Law	3
CJC	132	Court Procedure & Evidence	3
CJC	141	Corrections	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues	3
CJC	212	Ethics & Community Relations	3
CJC	215	Organization & Administration	3
CJC	221	Investigative Principles	4
CJC	231	Constitutional Law	3
COE	111	Co-op Work Experience I	1
COE	112	Co-op Work Experience I	2
COE	115	Work Experience Seminar I	1
COE	121	Co-op Work Experience II	1
COE	131	Co-op Work Experience III	1
COM	110	Introduction to Communication	3
COM	120	Interpersonal Communication	3
COM	231	Public Speaking	3
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8
COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4
COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
COS	121	Manicure/Nail Technology I	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6
COS	222	Manicure/Nail Technology II	6
COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
CSC	134	C++ Programming	3
CSC	139	Visual BASIC Programming	3
CSC	142	Visual COBOL Programming	3
CSC	151	JAVA Programming	3
CSC	234	Advanced C++ Programming	3
CSC	239	Advanced Visual BASIC Programming	3
CSC	242	Advanced Visual COBOL Prog.	3
CSC	251	Advanced JAVA Programming	3
CSC	289	Programming Capstone Project	3
CTS	120	Hardware/Software Support	3
CTS	130	Spreadsheet	3
CTS	230	Advanced Spreadsheet	3
CTS	285	Systems Analysis & Design	3
CTS	289	System Support Project	3
DBA	110	Database Concepts	3
DBA	115	Database Applications	3
DDF	252	Advanced Solid Modeling	3
DDT	110	Developmental Disabilities	3
DFT	111	Technical Drafting I	2
DFT	112	Technical Drafting II	2
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	153	CAD III	3
DFT	170	Engineering Graphics	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
EDU	118	Teacher Assoc. Principles & Practices	3
EDU	119	Introduction to Early Child Education	4
EDU	126	Early Childhood Seminar I	2

EDU	131	Children, Family, & Community	3
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	147	Behavior Disorders	3
EDU	148	Learning Disabilities	5
EDU	151	Creative Activities	3
EDU	152	Music, Movement, & Language	3
EDU	153	Health, Safety, & Nutrition	3
EDU	163	Classroom Mgt & Instruct	3
EDU	186	Reading & Writing Methods	3
EDU	221	Children with Exceptionalities	3
EDU	234	Infants, Toddlers, & Twos	3
EDU	235	School-Age Development & Programs	2
EDU	243	Learning Theory	3
EDU	244	Human Growth/Development	3
EDU	245	Policies and Procedures	3
EDU	247	Physical Disabilities	3
EDU	248	Mental Retardation	3
EDU	250	PRAXIS I Preparation	1
EDU	252	Math & Science Activities	3
EDU	254	Music & Movement for Children	2
EDU	259	Curriculum Planning	3
EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3
EDU	271	Educational Technology	3
EDU	275	Effective Teacher Training	2
EDU	280	Language & Literacy Experiences	3
EDU	282	Early Childhood Literature	3
EDU	285	Internship Experiences—School Age	1
EDU	288	Advanced Issues/Early Child Edu.	2
ELC	113	Basic Wiring I	4
ELC	115	Industrial Wiring	4
ELC	117	Motors and Controls	4
ELC	119	NEC Calculations	2
ELC	128	Introduction to PLC	3
ELC	131	DC/AC Circuit Analysis	5
ELC	229	Applications Project	2
ELN	131	Semiconductor Applications	4
ELN	132	Linear IC Applications	4
ELN	133	Digital Electronics	4
ELN	232	Introduction to Microprocessors	4
ELN	234	Communication Systems	4
ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3
ENG	114	Professional Research & Reporting	3
ENG	125	Creative Writing I	3
ENG	135	Introduction to Short Fiction	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
GEO	131	Physical Geography I	4
GER	111	Elementary German I	3
GER	112	Elementary German II	3
GER	211	Intermediate German I	3
GER	212	Intermediate German II	3
GRO	120	Gerontology	3
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
HSE	225	Crisis Intervention	3
HSE	227	Children & Adolescents in Crisis	3
HSE	240	Issues in Client Services	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust	3
HUM	220	Human Values and Meaning	3
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	222	Advanced CNC Turning	2
MAC	224	Advanced CNC Milling	2
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	122	Algebra/Trigonometry II	3
MAT	140	Survey of Mathematics	3
MAT	151	Statistics I	3
MAT	151A	Statistics I Lab	1
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	171	Precalculus Algebra	3
MAT	171A	Precalculus Algebra Lab	1
MAT	172	Precalculus Trigonometry	3
MAT	172A	Precalculus Trigonometry Lab	1
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4
MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	161	Manufacturing Processes I	3
MEC	180	Engineering Materials	3
MEC	250	Statics & Strength of Materials	5
MED	110	Orientation to Medical Assisting	1

MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	134	Medical Transcription	3
MED	140	Exam Room Procedures I	5
MED	150	Laboratory Procedures I	5
MED	232	Medical Insurance Coding	2
MED	260	MED Clinical Externship	5
MKT	120	Principles of Marketing	3
MKT	121	Retailing	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3
MKT	220	Advertising and Sales Promotion	3
MKT	225	Marketing Research	3
MKT	226	Retail Applications	3
MUS	110	Music Appreciation	3
MUS	111	Fundamentals of Music	3
MUS	112	Introduction to Jazz	3
MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	151	Class Music I	1
MUS	152	Class Music II	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
NAS	101	Nursing Assistant I	6
NAS	102	Nursing Assistant II	6
NAS	103	Home Health Care	2
NAS	104	Home Health Clinical	1
NET	110	Networking Concepts	3
NOS	110	Operating System Concepts	3
NOS	130	Windows Single User	3
NOS	230	Windows Administration I	3
NUR	115	Fundamentals of Nursing	5
NUR	117	Pharmacology	2
NUR	125	Maternal-Child Nursing	8
NUR	133	Nursing Assessment	3
NUR	135	Adult Nursing I	9
NUR	185	Mental Health Nursing	5
NUR	235	Adult Nursing II	10
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	2
OST	164	Text Editing Applications	3
OST	181	Introduction to Office Systems	3
OST	184	Records Management	2
OST	236	Adv. Word/Information Processing	3
OST	289	Office Systems Management	3
PBT	100	Phlebotomy Technology	3
PBT	101	Phlebotomy Practicum	3
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness I	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf—Beginning	1
PED	129	Golf—Intermediate	1
PED	130	Tennis—Beginning	1
PED	131	Tennis—Intermediate	1
PED	132	Racquetball—Beginning	1
PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1
PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	215	Philosophical Issues	3
PHI	230	Introduction to Logic	3
PHI	240	Introduction to Ethics	3
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	131	Physics—Mechanics	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3
PSY	265	Behavioral Modification	3
PSY	281	Abnormal Psychology	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SAB	110	Substance Abuse Overview	3
SAB	120	Intake and Assessment	3
SAB	125	SAB Case Management	3
SAB	135	Addictive Process	3
SAB	210	Substance Abuse Counseling	3
SAB	230	Family Therapy	3
SAB	240	SAB Issues in Client Services	3
SEC	110	Security Concepts	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	120	Spanish for the Workplace	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3
WEB	110	Internet/Web Fundamentals	3
WEB	111	Introduction to Web Graphics	3
WEB	115	Web Markup and Scripting	3
WEB	120	Introduction to Internet Multimedia	3
WEB	140	Web Development Tools	3
WEB	210	Web Design	3
WEB	230	Implementing Web Server	3

WEB	250	Database Driven Websites	3
WEB	260	E-Commerce Infrastructure	3

Total Required Credit Hours for A.A.S. Degree	**64-65**
Total Required Credit Hours for Diploma Program	**36-37**

Human Services Technology

A.A.S. Degree [A45380]

Curriculum Description:

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	114	Prof. Research & Reporting	3 (3/0)
BIO	110	Principles of Biology or	4 (3/3)
MAT	140	Survey of Mathematics or	(3/3/0)
MAT	161	College Algebra	(3/3/0)
SOC	220	Social Problems	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19-20**

Major Required Courses

ACA	111	College Student Success	1 (1/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COE	121**	Co-op Work Experience II	1 (0/0/10)
DDT	110	Developmental Disabilities	3 (3/0)
GRO	120	Gerontology	3 (3/0)
HEA	112	First Aid & CPR	2 (1/2)
HSE	110	Introduction to Human Services	3 (2/2)
HSE	112	Group Process I	2 (1/2)
HSE	123	Interviewing Techniques	3 (2/2)
HSE	125	Counseling	3 (2/2)
HSE	210	Human Services Issues	2 (2/0)
HSE	220	Case Management	3 (2/2)
HSE	225	Crisis Intervention	3 (3/0)
HSE	227	Children & Adolescents in Crisis	3 (3/0)
HSE	240	Issues in Client Services	3 (3/0)
PSY	150	General Psychology	3 (3/0)
PSY	281	Abnormal Psychology	3 (3/0)
SAB	110	Substance Abuse Overview	3 (3/0)
SOC	213	Sociology of the Family	3 (3/0)
Total Major Required Hours			**52**

Total Required Credit Hours for A.A.S. Degree	**71-72**

Suggested Curriculum By Semester

(First Year) Fall Semester	**Credits**
ACA 111	1
CIS 110	3
DDT 110	3
ENG 111	3
ENG 111A	1
HSE 110	3
PSY 150	3
	17

(First Year) Spring Semester	
BIO 110 or	4
MAT 140 or	(3)
MAT 161	(3)
ENG 114	3
HSE 123	3
HSE 125	3
SOC 220	3
	15-16

Summer Semester	
COM 120	3
PSY 281	3
Humanities/Fine Arts	3
	9

(Second Year) Fall Semester	
COE 111	1
COE 115	1
GRO 120	3
HEA 112	2
HSE 112	2
HSE 227	3
SAB 110	3
	15

(Second Year) Spring Semester			Credits
COE	121		1
HSE	210		2
HSE	220		3
HSE	225		3
HSE	240		3
SOC	213		3
			15

***COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Human Services Technology—Substance Abuse

A.A.S. Degree [A4538E]

Curriculum Description:

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	114	Prof. Research & Reporting	3 (3/0)
BIO	110	Principles of Biology or	4 (3/3)
MAT	140	Survey of Mathematics or	(3/3/0)
MAT	161	College Algebra	(3/3/0)
SOC	220	Social Problems	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**16-17**

Major Required Courses

ACA	111	College Student Success	1 (1/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
COE	121**	Co-op Work Experience II	1 (0/0/10)
HEA	112	First Aid & CPR	2 (1/2)
HSE	110	Introduction to Human Services	3 (2/2)
HSE	112	Group Process I	2 (1/2)
HSE	123	Interviewing Techniques	3 (2/2)
HSE	125	Counseling	3 (2/2)
HSE	210	Human Services Issues	2 (2/0)
HSE	225	Crisis Intervention	3 (3/0)
PSY	150	General Psychology	3 (3/0)
PSY	281	Abnormal Psychology	3 (3/0)
SAB	110	Substance Abuse Overview	3 (3/0)
SAB	120	Intake and Assessment	3 (3/0)
SAB	125	SAB Case Management	3 (2/2)
SAB	135	Addictive Process	3 (3/0)
SAB	210	Substance Abuse Counseling	3 (2/2)
SAB	230	Family Therapy	3 (2/2)
SAB	240	SAB Issues in Client Services	3 (3/0)
SOC	213	Sociology of the Family	3 (3/0)
Total Major Required Hours			**55**
Total Required Credit Hours for A.A.S. Degree			**71-72**

Suggested Curriculum By Semester

(First Year) Fall Semester		Credits
ACA	111	1
ENG	111	3
ENG	111A	1
HSE	110	3
HSE	112	2
PSY	150	3
SAB	110	3
		16

(First Year) Spring Semester		
BIO	110 or	4
MAT	140 or	(3)
MAT	161	(3)
CIS	110	3
ENG	114	3
HSE	123	3
HSE	125	3
		15-16

(First Year) Summer Semester	
PSY	281	3
SOC	220	3
Humanities/Fine Arts		3
		9

(Second Year) Fall Semester		
COE	111	1
COE	115	1
HEA	112	2
SAB	120	3
SAB	135	3
SAB	210	3
SAB	230	3
		16

(Second Year) Spring Semester		
COE	121	1
HSE	210	2
HSE	225	3
SAB	125	3
SAB	240	3
SOC	213	3
		15

***COE 111, COE 115, and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Infant/Toddler Care

Certificate Program [C55290]

Curriculum Description:

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

None

Major Required Courses

EDU	119	Intro. to Early Child Education	4 (4/0)
EDU	131	Children, Family, & Community	3 (3/0)
EDU	144	Child Development I	3 (3/0)
EDU	153	Health, Safety, & Nutrition	3 (3/0)
EDU	234	Infants, Toddlers, & Twos	3 (3/0)
Total Required Credit Hours for Certificate Program			**16**

Lateral Entry

Certificate Program [C55430]

Curriculum Description:

The Lateral Entry curriculum, developed for teachers who hold lateral entry license, provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

None

Major Required Courses

EDU	131	Children, Family, & Community	3 (3/0)
EDU	163	Classroom Manage. & Instr.Tech.	3 (3/0)
EDU	243	Learning Theory	3 (3/0)
EDU	244	Human Growth/Development	3 (3/0)
EDU	245	Policies and Procedures	3 (3/0)
EDU	271	Educational Technology	3 (2/2)
Total Required Credit Hours for Certificate Program			**18**

Suggested Curriculum By Semester

Hybrid classes offered in Statesville

Fall Semester		Credits
EDU	163	3
EDU	245	3
		6

Spring Semester		Credits
EDU	243	3
EDU	244	3
		6

Summer Semester		
EDU	131	3
EDU	271	3
		6

Manicuring/ Nail Technology

Certificate Program [C55400]

Curriculum Description:

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

ACA	111	College Student Success	1 (1/0)
BUS	230	Small Business Management	3 (3/0)
Total General Education Required Hours			4

Major Required Courses

COS	121	Manicure/Nail Technology I	6 (4/6)
COS	222	Manicure/Nail Technology II	6 (4/6)
Total Major Required Hours			**12**

Total Required Credit Hours for Certificate Program **16**

Suggested Curriculum By Semester

Fall/Spring Semester		Credits
ACA	111	1
BUS	230	3
COS	121	6
(Fast Track—1st Eight Weeks)		
COS	222	6
(Fast Track—2nd Eight Weeks)		
		16

Mechanical Engineering Technology

A.A.S. Degree [A40320]
Certificate Programs [C40320A, C40320C, C40320D, & C40320M]

Curriculum Description:

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	121	Algebra/Trigonometry I or	3 (2/2)
MAT	175	Precalculus	(4/4/0)
		Humanities/Fine Arts Elective	3 (-/-)
		Social/Behavioral Sciences Elec.	3 (-/-)
Total General Education Required Hours			**16-17**

Major Required Courses

CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
DDF	252	Advanced Solid Modeling	3 (2/2)
DFT	111	Technical Drafting I	2 (1/3)
DFT	112	Technical Drafting II	2 (1/3)
DFT	151	CAD I	3 (2/3)
DFT	152	CAD II	3 (2/3)
DFT	153	CAD III	3 (2/3)
HYD	110	Hydraulics/Pneumatics I	3 (2/3)
ISC	112	Industrial Safety	2 (2/0)
MAC	122	CNC Turning	2 (1/3)
MAC	124	CNC Milling	2 (1/3)
MAC	222	Advanced CNC Turning	2 (1/3)
MAC	224	Advanced CNC Milling	2 (1/3)
MEC	110	Introduction to CAD/CAM	2 (1/2)
MEC	111	Machine Processes I	3 (1/4)
MEC	161	Manufacturing Processes I	3 (3/0)
MEC	180	Engineering Materials	3 (2/3)
MEC	250	Statics & Strength of Materials	5 (4/3)
Total Major Required Hours			**50**

Total Required Credit Hours for A.A.S. Degree **66-67**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester		Credits
DFT	111	2
DFT	151	3
ISC	112	2
MAT	121	3
MEC	110	2
MEC	111	3
		15

(First Year) Spring Semester		
CIS	110	3
DFT	112	2
DFT	152	3
MAC	122	2
MEC	161	3
		13

(First Year) Summer Semester		Credits
COM	120	3
Humanities/Fine Arts		3
Social/Behavioral Sciences		3
		9

(Second Year) Fall Semester		
DFT	153	3
ENG	111	3
ENG	111A	1
MAC	124	2
MEC	250	5
		14

(Second Year) Spring Semester		
COE	111	1
COE	115	1
DDF	252	3
HYD	110	3
MAC	222	2
MAC	224	2
MEC	180	3
		15

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

Credits (Class/Lab/Work Exp.)

Manufacturing Certificate [C40320A]

DFT	151	CAD I	3 (2/3)
MAC	122	CNC Turning	2 (1/3)
MAC	124	CNC Milling	2 (1/3)
MEC	110	Introduction to CAD/CAM	2 (1/2)
MEC	111	Machine Processes I	3 (1/4)
MEC	161	Manufacturing Processes I	3 (3/0)
MEC	180	Engineering Materials	3 (2/3)
Total Required Credit Hours for Certificate Program			**18**

CAD Drafting Certificate [C40320C]

DDF	252	Advanced Solid Modeling	3 (2/2)
DFT	151	CAD I	3 (2/3)
DFT	152	CAD II	3 (2/3)
DFT	153	CAD III	3 (2/3)
MEC	110	Introduction to CAD/CAM	2 (1/2)
Total Required Credit Hours for Certificate Program			**14**

Drafting Certificate [C40320D]

DDF	252	Advanced Solid Modeling	3 (2/2)
DFT	111	Technical Drafting I	2 (1/3)
DFT	112	Technical Drafting II	2 (1/3)
DFT	151	CAD I	3 (2/3)

DFT	152	CAD II	3 (2/3)
DFT	153	CAD III	3 (2/3)
MEC	110	Introduction to CAD/CAM	2 (1/2)
Total Required Credit Hours for Certificate Program			**18**

Machining Certificate [C40320M]

DFT	111	Technical Drafting I	2 (1/3)
MAC	122	CNC Turning	2 (1/3)
MAC	124	CNC Milling	2 (1/3)
MAC	222	Advanced CNC Turning	2 (1/3)
MAC	224	Advanced CNC Milling	2 (1/3)
MEC	110	Introduction to CAD/CAM	2 (1/2)
MEC	111	Machine Processes I	3 (1/4)
MEC	180	Engineering Materials	3 (2/3)
Total Required Credit Hours for Certificate Program			**18**

Medical Assisting

A.A.S Degree [A45400]
Diploma Program [D45400]
Certificate Programs [C45400M & C45400R]

Curriculum Description:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	120	Interpersonal Communication	3 (3/0)
*ENG	111	Expository Writing	3 (3/0)
*ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research or	3 (3/0)
ENG	114	Professional Research & Reporting	
MAT	140	Survey of Mathematics	3 (3/0)
*PSY	118	Interpersonal Psychology or	3 (3/0)
PSY	150	General Psychology	
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**19**

Major Required Courses

*BIO	163	Basic Anatomy & Physiology	5 (4/2)
BUS	137	Principles of Management	3 (3/0)
*MED	110	Orientation to Medical Assisting	1 (1/0)
*MED	118	Medical Law and Ethics	2 (2/0)
*MED	121	Medical Terminology I	3 (3/0)
*MED	122	Medical Terminology II	3 (3/0)
*MED	130	Administrative Office Proc. I	2 (1/2)
*MED	131	Administrative Office Proce. II	2 (1/2)
*MED	134	Medical Transcription	3 (2/2)
*MED	140	Exam Room Procedures I	5 (3/4)
*MED	150	Laboratory Procedures I	5 (3/4)
MED	232	Medical Insurance Coding	2 (1/3)
*MED	260	MED Clinical Externship	5 (0/0/15)
*OST	131	Keyboarding	2 (1/2)
*OST	134	Text Entry & Formatting	3 (2/2)
OST	181	Introduction to Office Systems	3 (2/2)
Total Major Required Hours			**49**

Total Required Credit Hours for A.A.S. Degree **68**

***Total Required Credit Hours for Diploma Program** **48**

Suggested Curriculum By Semester

(First Year) Fall Semester			**Credits**
BIO	163		5
ENG	111		3
ENG	111A		1
MED	110		1
MED	118		2
MED	121	*(Fast track)*	3
MED	122	*(Fast track)*	3
MED	130		2
OST	131		2
			22

(First Year) Spring Semester			
MED	131		2
MED	134		3
MED	140		5
MED	150		5
OST	134		3
			18

(First Year) Summer Semester			
MED	260		5
PSY	118	or	3
PSY	150		**8**

(Second Year) Fall Semester			Credits
COM	120		3
MAT	140		3
OST	181		3
			9

(Second Year) Spring Semester			
BUS	137		3
ENG	113	or	3
ENG	114		
MED	232		2
Humanities/Fine Arts			3
			11

Certificate Options

Credits (Class/Lab/Work Exp.)

Medical Transcription Certificate [C45400M]

BIO	163	Basic Anatomy & Physiology	5 (4/2)
MED	118	Medical Law and Ethics	2 (2/0)
MED	121	Medical Terminology I	3 (3/0)
MED	122	Medical Terminology II	3 (3/0)
MED	130	Administrative Office Proc. I	2 (1/2)
MED	134	Medical Transcription	3 (2/2)
Total Required Credit Hours for Certificate Program			**18**

Reception Certificate [C45400R]

BIO	163	Basic Anatomy & Physiology	5 (4/2)
MED	110	Orientation to Medical Assisting	1 (1/0)
MED	118	Medical Law and Ethics	2 (2/0)
MED	130	Administrative Office Proc. I	2 (1/2)
MED	131	Administrative Office Proc. II	2 (1/2)
MED	134	Medical Transcription	3 (2/2)
OST	131	Keyboarding	2 (1/2)
Total Required Credit Hours for Certificate Program			**17**

Associate Degree Nursing

A.A.S. Degree [A45120]

Curriculum Description:

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

Note: *See Admission requirements for the ADN program outlined in the "Admissions, Expenses and Financial Aid"* section beginning on page 16.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

BIO	275	Microbiology	4 (3/3)
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
ENG	113	Literature-Based Research or	3 (3/0)
ENG	114	Professional Research & Reporting	
PSY	150	General Psychology	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**17**

Major Required Courses

BIO	168	Anatomy and Physiology I	4 (3/3)
BIO	169	Anatomy and Physiology II	4 (3/3)
NUR	115	Fundamentals of Nursing	5 (2/3/6)
NUR	117	Pharmacology	2 (1/3)
NUR	125	Maternal-Child Nursing	8 (5/3/6)
NUR	133	Nursing Assessment	3 (2/3)
NUR	135	Adult Nursing I	9 (5/3/9)
NUR	185	Mental Health Nursing	5 (3/0/6)
NUR	235	Adult Nursing II	10 (4/3/15)
NUR	291	Sele. Topics in Nur.—Leadership	1 (1/0)
PSY	241	Developmental Psychology	3 (3/0)
Total Major Required Hours			**54**

Total Required Credit Hours for A.A.S. Degree 71

Suggested Curriculum By Semester

(First Year) Fall Semester		Credits
BIO	168	4
NUR	115	5
NUR	117	2
PSY	150	3
		14

(First Year) Spring Semester		
BIO	169	4
NUR	133	3
NUR	135	9
PSY	241	3
		19

(First Year) Summer Semester		
BIO	275	4
ENG	111	3
ENG	111A	1
		8

(Second Year) Fall Semester		Credits
ENG	113 or	3
ENG	114	
NUR	125	8
NUR	291	1
Humanities/Fine Arts		3
		15

(Second Year) Spring Semester		
NUR	185	5
NUR	235	10
		15

Nursing Assistant

Certificate Program [C45480]

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Course and Hour Requirements

General Education Required Courses

None

			Credits (Class/Lab/Work Exp.)
Major Required Courses			
NAS	101	Nursing Assistant I	6 (3/4/3)
NAS	102	Nursing Assistant II	6 (3/2/6)
NAS	103	Home Health Care	2 (2/0)
NAS	104	Home Health Clinical	1 (0/0/3)
Total Required Credit Hours for Certificate Program			**15**

Office Systems Technology

A.A.S. Degree [A25360]
Certificate Program [C25360]

Curriculum Description:

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

			Credits (Class/Lab/Work Exp.)
General Education Required Courses			
COM	110	Introduction to Communication	3 (3/0)
ENG	111	Expository Writing	3 (3/0)

ENG	111A	Expository Writing Lab	1 (0/2)
MAT	115	Mathematical Models	3 (2/2)
PSY	118	Interpersonal Psychology	3 (3/0)
		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

ACC	120	Princ. of Financial Accounting	4 (3/2)
ACC	140	Payroll Accounting or	2 (1/2)
ACC	150	Accounting Software Applications	
BUS	110	Introduction to Business	3 (3/0)
BUS	121	Business Math	3 (2/2)
BUS	260	Business Communication	3 (3/0)
BUS	270	Professional Development	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
CTS	130	Spreadsheet	3 (2/2)
DBA	110	Database Concepts	3 (2/3)
OST	131*	Keyboarding	2 (1/2)
OST	134	Text Entry & Formatting	3 (2/2)
OST	136	Word Processing	2 (1/2)
OST	164	Text Editing Applications	3 (3/0)
OST	181	Introduction to Office Systems	3 (2/2)
OST	184	Records Management	2 (1/2)
OST	236	Adv. Word/Information Proc.	3 (2/2)
OST	289	Office Systems Management	3 (2/2)
		Major Elective***	3 (-/-)
Total Major Required Hours			**53**

***Approved Major Electives

BUS	115	Business Law I	3
BUS	253	Leadership and Management Skills	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	251	Principles of Microeconomics	3
NET	110	Networking Concepts	3
WEB	110	Internet/Web Fundamentals	3

Total Required Credit Hours for A.A.S. Program **69**

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester			Credits
ENG	111		3
ENG	111A		1
MAT	115		3
OST	131		2
OST	164		3
OST	184		2
			14

(First Year) Spring Semester			
ACC	120		4
BUS	121		3
CIS	110		3
OST	134		3
OST	181		3
			16

(First Year) Summer Semester			Credits
BUS	110		3
COM	110		3
Humanities/Fine Arts			3
			9

(Second Year) Fall Semester			
ACC	140 or		2
ACC	150		
BUS	260		3
COE	111		1
COE	115		1
CTS	130		3
OST	136		2
Major Elective			3
			15

(Second Year) Spring Semester			Credits
BUS	270		3
DBA	110		3
OST	236		3
OST	289		3
PSY	118		3
			15

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Program

			Credits (Class/Lab/Work Exp.)
CIS	110	Introduction to Computers	3 (2/2)
OST	131*	Keyboarding	2 (1/2)
OST	134	Text Entry & Formatting	3 (2/2)
OST	164	Text Editing Applications	3 (3/0)
OST	181	Introduction to Office Systems	3 (2/2)
OST	184	Records Management	2 (1/2)
Total Hours for Certificate Program			**16**

**Prerequisite for OST majors: OST 080 Keyboarding Literacy or satisfactory placement test score with a minimum of 25 words per minute with three errors or less on a three-minute timed writing.*

CPS Certification Credit

Credit for the following courses will be allowed for students who have passed the Certified Professional Secretary (CPS) exam.

ACC	120	Principles of Financial Accounting	4
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	2
OST	164	Text Editing Applications	3
OST	181	Introduction to Office Systems	3
OST	184	Records Management	2
PSY	118	Interpersonal Psychology	3
Total Credit Hours Allowed			**22**

Credit for additional courses may be earned through credit by exam.

Phlebotomy

Certificate Program [C45600]

Curriculum Description:

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health-care settings and may be eligible for national certification as phlebotomy technicians.

Course and Hour Requirements

General Education Required Courses

None

			Credits (Class/Lab/Work Exp.)
Major Required Courses			
PBT	100	Phlebotomy Technology	6 (5/2)
PBT	101	Phlebotomy Practicum	3 (0/0/9)
PSY	118	Interpersonal Psychology	3 (3/0)
Total Required Credit Hours for Certificate Program			**12**

Suggested Curriculum By Semester

Evening Program

Fall Semester			**Credits**
PBT	100		6
PBT	101	**Day Class*	3
PSY	118		3
			12

Speech-Language Pathology Assistant

A.A.S. Degree [A45730]

Curriculum Description:

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remedial individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

General Education Required Courses

			Credits (Class/Lab/Work Exp.)
*BIO	168	Anatomy and Physiology I	4 (3/3)
*ENG	111	Expository Writing	3 (3/0)
*ENG	111A	Expository Writing Lab	1 (0/2)
*ENG	113	Literature-Based Research or	3 (3/0)
*ENG	114	Professional Research & Reporting	
*PSY	150	General Psychology	3 (3/0)
*		Humanities/Fine Arts Elective	3 (-/-)
Total General Education Required Hours			**17**

Major Required Courses

*BIO	169	Anatomy and Physiology II	4 (3/3)
CIS	111	Basic PC Literacy	2 (1/2)
*COM	120	Interpersonal Communication	3 (3/0)
*MED	121	Medical Terminology I	3 (3/0)
*PSY	241	Developmental Psychology	3 (3/0)
*PSY	265	Behavioral Modification	3 (3/0)
SLP	111	Ethics and Standards for SLPA's	3 (3/0)
SLP	112	SLPA Anatomy & Physiology	3 (3/0)
SLP	120	SLPA Admin. Proc. and Mgt.	2 (2/0)
SLP	130	Phonetics/Speech Patterns	3 (2/2)
SLP	140	Normal Communication	3 (3/0)
SLP	211	Developmental Disorders	4 (3/2)
SLP	212	Acquired Disorders	5 (3/2/3)
SLP	220	Assistive Technology	2 (1/2)
SLP	230	SLPA Fieldwork	4 (0/0/12)
SLP	231	SLPA Fieldwork Seminar	3 (3/0)
		Major Electives	3 (-/-)
Total Major Required Hours			**53**

Total Required Credit Hours for A.A.S. Degree **70**

Suggested Curriculum By Semester

(First Year) Fall Semester		**Credits**
*BIO	168	4
*MED	121	3
*PSY	150	3
SLP	111	3
SLP	140	3
		16

(First Year) Spring Semester	Credits
*BIO 169	4
*ENG 111	3
*ENG 111A	1
*PSY 241	3
SLP 120	2
SLP 130	3
	16

(First Year) Summer Semester	
CIS 111	2
*COM 120	3
*ENG 113 or	3
*ENG 114	
*Humanities/Fine Arts	3
	11

(Second Year) Fall Semester	Credits
*PSY 265	3
SLP 112	3
SLP 211	4
SLP 220	2
Major Elective	3
	15

(Second Year) Spring Semester	
SLP 212	5
SLP 230	4
SLP 231	3
	12

**These classes are offered at the Mitchell Community College Campus. The others are offered at Caldwell Community College and Technical Institute.*

Truck Driver Training

Certificate Program [C60300]

Curriculum Description:

The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and are employable by commercial trucking firms. They may also become owners/operators and work as private contract haulers.

This program is offered at the Continuing Education Center of Mitchell Community College. Registration for this program is through Caldwell Community College and Technical Institute.

Course and Hour Requirements

General Education Required Courses

None

			Credits (Class/Lab/Work Exp.)
Major Required Courses			
TRP	100	Truck Driver Training	12 (6/18)
Total Required Credit Hours for Certificate Program			**12**

Graduates from this program must have a reading score of 40 or better or must have successfully completed RED 080.

Web Technologies

A.A.S. Degree [A25290]
Certificate Program [C25290]

Curriculum Description:

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

Credits (Class/Lab/Work Exp.)

General Education Required Courses

COM	110	Intro. to Communication or	3 (3/0)
COM	231	Public Speaking	
ENG	111	Expository Writing	3 (3/0)
ENG	111A	Expository Writing Lab	1 (0/2)
MAT	115	Mathematical Models or	3 (2/2)
MAT	161	College Algebra	(3/0)
		Humanities/Fine Arts Elective	3 (-/-)
		Social/Behavioral Sciences Elec.	3 (-/-)
Total General Education Required Hours			**16**

Major Required Courses

BUS	110	Introduction to Business	3 (3/0)
CIS	110	Introduction to Computers	3 (2/2)
CIS	115	Intro. to Programming & Logic	3 (2/3)
COE	111**	Co-op Work Experience I	1 (0/0/10)
COE	115**	Work Experience Seminar I	1 (1/0)
DBA	110	Database Concepts	3 (2/3)
NET	110	Networking Concepts	3 (2/2)
NOS	110	Operating System Concepts	3 (2/3)
OST	131	Keyboarding	2 (1/2)
SEC	110	Security Concepts	3 (3/0)
WEB	110	Internet/Web Fundamentals	3 (2/2)
WEB	111	Introduction to Web Graphics	3 (2/2)
WEB	115	Web Markup and Scripting	3 (2/2)
WEB	120	Intro. to Internet Multimedia	3 (2/2)
WEB	140	Web Development Tools	3 (2/2)
WEB	210	Web Design	3 (2/2)
WEB	230	Implementing Web Server	3 (2/2)
WEB	250	Database Driven Websites	3 (2/2)
WEB	260	E-Commerce Infrastructure	3 (2/2)
Total Major Required Hours			**52**

Total Required Credit Hours in A.A.S. Degree 68

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

(First Year) Fall Semester	Credits
CIS 110	3
CIS 115	3
NOS 110	3
OST 131	2
WEB 110	3
WEB 111	3
	17

(First Year) Spring Semester	
DBA 110	3
ENG 111	3
ENG 111A	1
NET 110	3
WEB 115	3
WEB 140	3
	16

(First Year) Summer Semester	Credits
COM 110 or	3
COM 231	
MAT 115 or	3
MAT 161	
	6

(Second Year) Fall Semester	
BUS 110	3
SEC 110	3
WEB 120	3
WEB 210	3
WEB 250	3
	15

(Second Year) Spring Semester	
COE 111	1
COE 115	1
WEB 230	3
WEB 260	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
	14

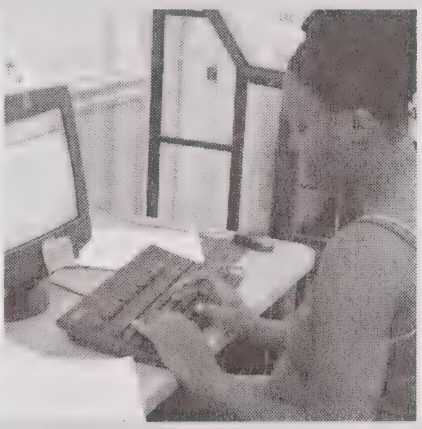
***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours*

Certificate Option

Credits (Class/Lab/Work Exp.)

Web Design

OST	131	Keyboarding	2 (1/2)
WEB	110	Internet/Web Fundamentals	3 (2/2)
WEB	111	Introduction to Web Graphics	3 (2/2)
WEB	115	Web Markup and Scripting	3 (2/2)
WEB	140	Web Development Tools	3 (2/2)
WEB	210	Web Design	3 (2/2)
Total Required Credit Hours for Certificate Program			**17**



Course Descriptions

Curriculum Course Descriptions

(Clinical/Class/Lab/Credit)

Academic Related

ACA 085 Improving Study Skills (0/2/1)
Prerequisites: None
Corequisites: None

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

ACA 111 College Student Success (1/0/1)
Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

Accounting

ACC 120 Principles of Financial Accounting (3/2/4)
Prerequisites: RED 090 and MAT 070 or satisfactory scores on the college placement tests.
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 Principles of Managerial Acccounting (3/2/4)
Prerequisites: ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 131 Federal Income Taxes (2/2/3)
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting (1/2/2)
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications (1/2/2)
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I (3/2/4)
Prerequisites: ACC 121
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II (3/2/4)
Prerequisites: ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting (3/0/3)
Prerequisites: ACC 121
Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240 Govermental & Not-for-Profit Accounting (3/0/3)
Prerequisites: ACC 121
Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration (2/6/5)
Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity (2/2/3)
Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology (2/4/4)
Prerequisites: None
Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling (2/4/4)
Prerequisites: AHR 110
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufac-

turer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology (2/4/4)
Prerequisites: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 133 HVAC Servicing (2/6/4)
Prerequisites: None
Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I (1/3/2)
Prerequisites: None
Corequisites: None

This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork.

AHR 180 HVACR Customer Relations (1/0/1)
Prerequisites: None
Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 Residential System Design (2/2/3)
Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Anthropology

ANT 210 General Anthropology (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

Art

ART 111 Art Appreciation (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114 Art History Survey I (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 Art History Survey II (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been*

approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121 Design I (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 122 Design II (0/6/3)
Prerequisites: ART 121
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 Drawing I (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 132 Drawing II (0/6/3)
Prerequisites: ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 135 Figure Drawing I (0/6/3)
Prerequisites: ART 131
Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 171 Computer Art I (0/6/3)
Prerequisites: ART 121
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 231 Printmaking I (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 Painting I (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 241 Painting II (0/6/3)
Prerequisites: ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 244 Watercolor (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 261 Photography I (0/6/3)
Prerequisites: None
Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 262 Photography II (0/6/3)
Prerequisites: ART 261
Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 271 Computer Art II (0/6/3)
Prerequisites: ART 171
Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 281 Sculpture I (0/6/3)
Prerequisites: None
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 282 Sculpture II (0/6/3)
Prerequisites: ART 281
Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 283 Ceramics I (0/6/3)
Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 284 Ceramics II (0/6/3)
Prerequisites: ART 283
Corequisites: None

This course covers advanced hand-building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 288 Studio (0/6/3)
Prerequisites: ART 122
Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

American Sign Language

ASL 111 Elementary ASL I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 112 Elementary ASL II (3/0/3)
Prerequisites: ASL 111
Corequisites: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 211 Intermediate ASL I (3/0/3)
Prerequisites: ASL 112
Corequisites: None

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 212 Intermediate ASL II (3/0/3)
Prerequisites: ASL 211
Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

Automotive

AUT 110 Introduction to Auto Technology (2/2/3)
Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 115 Engine Fundamentals (2/3/3)
Prerequisites: None
Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of int ernal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair (2/3/3)
Prerequisites: None
Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Systems (2/3/3)
Prerequisites: None
Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (2/3/3)
Prerequisites: None
Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab (0/2/1)
Prerequisites: None
Corequisites: AUT 151

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 Basic Auto Electricity (4/3/5)
Prerequisites: None
Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 162 Chassis Electrical & Electronics (2/2/3)
Prerequisites: None
Corequisites: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 164 Automotive Electronics (2/2/3)
Prerequisites: None
Corequisites: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171 Auto Climate Control (2/4/4)
Prerequisites: None
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems,

recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 183 Engine Performance (2/2/6/4)
Prerequisites: AUT 181
Corequisites: None

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 184 Engine Performance—Fuels Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

AUT 221 Automatic Transmission/Transaxles (2/3/3)
Prerequisites: None
Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 231 Manual Transmissions/Axles/Drive Trains (2/4/4)
Prerequisites: None
Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 281 Advanced Engine Performance (2/2/3)
Prerequisites: None
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

Biology

BIO 110 Principles of Biology (3/3/4)
Prerequisites ENG 090, MAT 060, and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111 General Biology I (3/3/4)
Prerequisites ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II (3/3/4)
Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other

related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany (3/3/4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology (3/3/4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 155 Nutrition (3/0/3)
Prerequisites: ENG 090 and RED 090, or ENG 095, or satisfactory scores on the college placement tests
Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 163 Basic Anatomy & Physiology (4/2/5)
Prerequisites: ENG 090 and RED 090, or ENG 095, or satisfactory scores on the college placement tests
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 168 Anatomy and Physiology I (3/3/4)
Prerequisites: ENG 090 and RED 090, or ENG 095, or satisfactory scores on the college placement tests and BIO 111 or high school biology within the last five years with a grade of "C" or better
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 169 Anatomy and Physiology II (3/3/4)
Prerequisites: BIO 168
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 250 Genetics (3/3/4)
Prerequisites: BIO 112
Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 275 Microbiology (3/3/4)
Prerequisites: BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Business

BUS 110 Introduction to Business (3/0/3)
Prerequisites: None
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 115 Business Law I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 121 Business Math (2/2/3)
Prerequisites: MAT 060 or satisfactory score on the college placement test
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135 Principles of Supervision (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management (3/0/3)
Prerequisites: None
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

BUS 153 Human Resource Management (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 230 Small Business Management (3/0/3)

Prerequisites: None
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 253 Leadership and Management Skills (3/0/3)

Prerequisites: None
Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260 Business Communication (3/0/3)

Prerequisites: ENG 111 and OST 131
Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development (3/0/3)

Prerequisites: None
Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 291 Selected Topics in Business (0/3/1)

Prerequisites: ACC 120, BUS 110, BUS 115, BUS 121, BUS 137, BUS 260, ECO 251 and MKT 120
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This is considered a culminating capstone course for the Business Administration program.

Computer Engineering Technology

CET 111 Computer Upgrade/ Repair I (2/3/3)

Prerequisites: None
Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/ configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 Computer Upgrade/ Repair II (2/3/3)

Prerequisites: CET 111
Corequisites: None

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and trouble-shooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 130 General, Organic, & Biochemistry (3/0/3)

Prerequisites: MAT 070 or satisfactory score on the college placement test
Corequisites: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHM 130A General, Organic, & Biochemistry Lab (0/2/1)
Prerequisites: MAT 070 or satisfactory score on the college placement test
Corequisites: CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHM 131 Introduction to Chemistry (3/0/3)
Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A Introduction to Chemistry Lab (0/3/1)
Prerequisites: None
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132 Organic and Biochemistry (3/3/4)
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 151 General Chemistry I (3/3/4)
Prerequisites: ENG 090, MAT 080, and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II (3/3/4)
Prerequisites: CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251 Organic Chemistry I (3/3/4)
Prerequisites: CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHM 252 **Organic Chemistry II (3/3/4)**
Prerequisites: CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Information Systems

CIS 110 **Introduction to Computers (2/2/3)**
Prerequisites: MAT 060, RED 080, and OST 080 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 115 **Introduction to Programming & Logic (2/3/3)**
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 and OST 080, RED 090 or satisfactory scores on the college placement tests.
Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

Criminal Justice

CJC 100 **Basic Law Enforcement Training (9/30/19)**
Prerequisites: None
Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 **Introduction to Criminal Justice (3/0/3)**
Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 112 **Criminology (3/0/3)**
Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 **Juvenile Justice (3/0/3)**
Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment

and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/ procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 122 Community Policing (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the history/evolution/ principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3/0/3)
Prerequisites: None
Corequisites: None

This course covers judicial structure/ process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 151 Introduction to Loss Prevention (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues (3/0/3)
Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 **Ethics & Community Relations** (3/0/3)

Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215 **Organization & Administration** (3/0/3)

Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 **Investigative Principles** (3/2/4)

Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 231 **Constitutional Law** (3/0/3)

Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

Cooperative Education

COE 111 **Co-op Work Experience I** (10/0/0/1)

Prerequisites: None
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 **Co-op Work Experience I** (20/0/0/2)

Prerequisites: None
Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 **Work Experience Seminar I** (1/0/1)

Prerequisites: None
Corequisites: COE 111 or COE 112

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 121 **Co-op Work Experience II** (10/0/0/1)

Prerequisites: COE 111
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131 **Co-op Work Experience III** (10/0/0/1)

Prerequisites: COE 121
Corequisites: None

This course provides work experience with a college-approved employer in an area related to

the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 110 Introduction to Communication (3/0/3)
Prerequisites: None
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts (substitute).*

COM 120 Interpersonal Communication (3/0/3)
Prerequisites: RED 090 or satisfactory score on the college placement test
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 231 Public Speaking (3/0/3)
Prerequisites: ENG 111
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

Cosmetology

COS 111 Cosmetology Concepts I (4/0/4)
Prerequisites: None
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I (0/24/8)
Prerequisites: None
Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II (4/0/4)
Prerequisites: COS 111
Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II (0/24/8)
Prerequisites: COS 112
Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III (4/0/4)
Prerequisites: COS 111
Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III (0/12/4)
Prerequisites: COS 112
Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (2/0/2)
Prerequisites: COS 111, COS 113, and COS 115
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (0/21/7)
Prerequisites: COS 112, COS 114, and COS 116
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I (2/0/2)
Prerequisites: None
Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I (0/18/6)
Prerequisites: None
Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I (4/6/6)
Prerequisites: None
Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II (2/0/2)
Prerequisites: None
Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II (0/18/6)
Prerequisites: None
Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 **Manicure/Nail Technology II** **(4/6/6)**
Prerequisites: COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 271 **Instructor Concepts I** **(5/0/5)**
Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 **Instructor Practicum I** **(0/21/7)**
Prerequisites: Must possess a valid license in Cosmetology
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 **Instructor Concepts II** **(5/0/5)**
Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 **Instructor Practicum II** **(0/21/7)**
Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Computer Science

CSC 134 **C++ Programming** **(2/3/3)**
Prerequisites: CIS 115 or CSC 139
Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 139 **Visual BASIC Programming (2/3/3)**
Prerequisites: MAT 070 and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 142 **Visual COBOL Programming** **(2/3/3)**
Prerequisites: MAT 070 and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces computer programming using the Visual COBOL programming

language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 151 JAVA Programming (2/3/3)
Prerequisites: CIS 115, CSC 134, or CSC 139
Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 234 Advanced C++ Programming (2/3/3)
Prerequisites: CSC 134
Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Advanced Visual BASIC Programming (2/3/3)
Prerequisites: CSC 139
Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 242 Advanced Visual COBOL Programming (2/3/3)
Prerequisites: CSC 142
Corequisites: None

This course is a continuation of CSC 142 using the Visual COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 251 Advanced JAVA Programming (2/3/3)
Prerequisites: CSC 151
Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289 Programming Capstone Project (1/4/3)
Prerequisites: CTS 285
Corequisites: None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation

Computer Information Technology

CTS 120 Hardware/Software Support (2/3/3)
Prerequisites: CIS 110 or CIS 111 and RED 090 or satisfactory score on the college placement test
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 **Spreadsheet (2/2/3)**
Prerequisites: RED 090 or satisfactory score on the college placement test and CIS 110, CIS 111, or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 230 **Advanced Spreadsheet (2/2/3)**
Prerequisites: CTS 130
Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 285 **Systems Analysis & Design (3/0/3)**
Prerequisites: CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 **System Support Project (1/4/3)**
Prerequisites: CTS 285
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology

DBA 110 **Database Concepts (2/3/3)**
Prerequisites: CIS 110
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115 **Database Applications (2/2/3)**
Prerequisites: DBA 110
Corequisites: None

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

Design Drafting

DDF 252 **Advanced Solid Modeling (2/2/3)**
Prerequisites: DFT 153 or DFT 154
Corequisites: None

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Developmental Disabilities

DDT 110 **Developmental Disabilities (3/0/3)**
Prerequisites: None
Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 111 Technical Drafting I (1/3/2)
Prerequisites: None
Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112 Technical Drafting II (1/3/2)
Prerequisites: DFT 111
Corequisites: None

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

DFT 151 CAD I (2/3/3)
Prerequisites: None
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II (2/3/3)
Prerequisites: DFT 151
Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153 CAD III (2/3/3)
Prerequisites: DFT 111
Corequisites: None

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 170 Engineering Graphics (2/2/3)
Prerequisites: None
Corequisites: None

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Economics

ECO 251 Principles of Microeconomics (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles of Macroeconomics (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Education

EDU 118 Teacher Associate Principles & Practices (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional

role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.*

EDU 119 Introduction to Early Child Education (4/0/4)
Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession; the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities.

EDU 126 Early Childhood Seminar I (2/0/0/2)
Prerequisites: EDU 119 or EDU 111 and EDU 112; or EDU 111 and EDU 113
Corequisites: COE 111, COE 112, COE 113, or COE 114

This course will introduce the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula.

EDU 131 Child, Family & Community (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children.

EDU 144 Child Development I (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 145 Child Development II (3/0/3)
Prerequisites: EDU 144
Corequisites: None

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

EDU 147 Behavior Disorders (3/0/3)
Prerequisites: None
Corequisites: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion,

students should be able to identify, develop, and utilize appropriate behavior management applications. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 148 Learning Disabilities (4/2/5)
Prerequisites: None
Corequisites: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 151 Creative Activities (3/0/3)
Prerequisites: None
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 152 Music, Movement, & Language (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 153 Health, Safety & Nutrition (3/0/3)
Prerequisites: None
Corequisites: None

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 163 Classroom Management & Instructional Techniques (3/0/3)
Prerequisites: None
Corequisites: None

This course examines management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 186 Reading & Writing Methods (3/0/3)
Prerequisites: None
Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.*

EDU 221 Children with Exceptionalities (3/0/3)
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environ-

ment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers & Twos (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Development & Programs (2/0/2)
Prerequisites: None
Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 243 Learning Theory (3/0/3)
Prerequisites: None
Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the seven types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/ Development (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 Policies and Procedures (3/0/3)
Prerequisites: None
Corequisites: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Physical Disabilities (3/0/3)
Prerequisites: EDU 144 or PSY 244
Corequisites: None

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 248 Mental Retardation (2/2/3)
Prerequisites: EDU 221
Corequisites: None

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 250 PRAXIS I Preparation (1/0/1)
Prerequisites: None
Corequisites: None

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam,

study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 252 Math & Science Activities (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 254 Music & Movement for Children (1/2/2)
Prerequisites: None
Corequisites: None

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU 259 Curriculum Planning (3/0/3)
Prerequisites: EDU 112, EDU 113, or EDU 119
Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Administration I (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Administration II (3/0/3)
Prerequisites: EDU 261
Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 271 Educational Technology (2/2/3)
Prerequisites: None
Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275 Effective Teaching Training (2/0/2)
Prerequisites: None
Corequisites: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 Language & Literacy Experiences (3/0/3)
Prerequisites: None
Corequisites: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement

and evaluate developmentally appropriate literacy experiences.

EDU 282 Early Childhood Literature (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285 Internship Experiences—School Age (1/0/1)
Prerequisites: ENG 111
Corequisites: COE 121 or COE 122

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.*

EDU 288 Advanced Issues/Early Child Education (2/0/2)
Prerequisites: None
Corequisites: None

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Electricity

ELC 113 Basic Wiring I (2/6/4)
Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 115 Industrial Wiring (2/6/4)
Prerequisites: ELC 113
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls (2/6/4)
Prerequisites: ELC 131
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119 NEC Calculations (1/2/2)
Prerequisites: None
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Introduction to PLC (2/3/3)
Prerequisites: None
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis (4/3/5)
Prerequisites: None
Corequisites: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students

should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 229 Applications Project (1/3/2)
Prerequisites: ELC 113 or ELC 131
Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

Electronics

ELN 131 Semiconductor Applications (3/3/4)
Prerequisites: None
Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications (3/3/4)
Prerequisites: ELN 131
Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics (3/3/4)
Prerequisites: None
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 Introduction to Microprocessors (3/3/4)
Prerequisites: ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234 Communication Systems (3/3/4)
Prerequisites: ELN 132
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

English

ENG 075 Reading & Language Essentials (5/0/5)
Prerequisites: None
Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations (3/2/4)
Prerequisites: ENG 070, ENG 075, or satisfactory score on the college placement test
Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 085 **Reading & Writing Foundations** **(5/0/5)**
Prerequisites: ENG 070 and RED 070, or ENG 075
Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

ENG 090 **Composition Strategies** **(3/0/3)**
Prerequisites: ENG 080, ENG 085, or satisfactory score on the college placement test
Corequisites: ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 090A **Comp Strategies Lab** **(0/2/1)**
Prerequisites: ENG 080, ENG 085, or satisfactory score on the college placement test
Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 **Reading & Composition Strategies** **(5/0/5)**
Prerequisites: ENG 080 and RED 080; or ENG 085
Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

ENG 111 **Expository Writing** **(3/0/3)**
Prerequisites: ENG 090 and RED 090, or ENG 095, or satisfactory scores on the college placement tests
Corequisites: ENG 111A and OST 080

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students should also be able to demonstrate an understanding of the fundamentals of research and documentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 111A **Expository Writing Lab** **(0/2/1)**
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 113 **Literature-Based Research** **(3/0/3)**
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 **Professional Research & Reporting** **(3/0/3)**
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication

skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 125 Creative Writing I (3/0/3)
Prerequisites: ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 135 Introduction to Short Fiction (3/0/3)
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 231 American Literature I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive*

Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251 Western World Literature I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252 Western World Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

French

FRE 111 Elementary French I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II (3/0/3)
Prerequisites: FRE 111
Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211 Intermediate French I (3/0/3)
Prerequisites: FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212 Intermediate French II (3/0/3)
Prerequisites: FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Geography

GEO 111 World Regional Geography (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 112 Cultural Geography (3/0/3)
Prerequisites: None
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 113 Economic Geography (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 130 General Physical Geography (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 131 Physical Geography I (3/2/4)
Prerequisites: None
Corequisites: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

German

GER 111 Elementary German I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112 Elementary German II (3/0/3)
Prerequisites: GER 111
Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 211 Intermediate German I (3/0/3)
Prerequisites: GER 112
Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 212 Intermediate German II (3/0/3)
Prerequisites: GER 211
Corequisites: None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and

cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

Gerontology

GRO 120 Gerontology (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

Health

HEA 110 Personal Health/ Wellness (3/0/3)
Prerequisites: None
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HEA 112 First Aid & CPR (1/2/2)
Prerequisites: None
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HEA 120 Community Health (3/0/3)
Prerequisites: None
Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

History

HIS 121 Western Civilization I (3/0/3)
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II (3/0/3)
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

HIS 131 American History I (3/0/3)
Prerequisites: RED 090 or satisfactory score on the college placement test
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II (3/0/3)
Prerequisites: RED 090 or satisfactory score on the college placement test
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 215 Nineteenth-Century Europe (3/0/3)
Prerequisites: None
Corequisites: None

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 216 Twentieth-Century Europe (3/0/3)
Prerequisites: None
Corequisites: None

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 226 The Civil War (3/0/3)
Prerequisites: None
Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 231 Recent American History (3/0/3)
Prerequisites: None
Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 236 North Carolina History (3/0/3)
Prerequisites: None
Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Human Services

HSE 110 Introduction to Human Services (2/2/3)
Prerequisites: None
Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 **Group Process I** **(1/2/2)**
Prerequisites: Enrollment in the HSE program
Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 **Interviewing Techniques** **(2/2/3)**
Prerequisites: None
Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 **Counseling** **(2/2/3)**
Prerequisites: PSY 150
Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 **Human Services Issues** **(2/0/2)**
Prerequisites: Successful completion of 12 SHC in the HSE program
Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220 **Case Management** **(2/2/3)**
Prerequisites: HSE 110
Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 **Crisis Intervention** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227 **Children & Adolescents in Crisis** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240 **Issues in Client Services** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Humanities

HUM 115 **Critical Thinking** **(3/0/3)**
Prerequisites: ENG 090 and RED 090, or ENG 095, or satisfactory scores on the college placement tests
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of

appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 120 Cultural Studies (3/0/3)
Prerequisites: ENG 090
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 American Women's Studies (3/0/3)
Prerequisites: ENG 090
Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film (2/2/3)
Prerequisites: ENG 090
Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170 The Holocaust (3/0/3)
Prerequisites: None
Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HUM 220 Human Values and Meaning (3/0/3)
Prerequisites: ENG 111
Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Hydraulics

HYD 110 Hydraulics/Pneumatics I (2/3/3)
Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science

ISC 112 Industrial Safety (2/0/2)
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Machining

MAC 122 CNC Turning (1/3/2)
Prerequisites: None
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control

functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling (1/3/2)
Prerequisites: None
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 222 Advanced CNC Turning (1/3/2)
Prerequisites: MAC 122 and MEC 110
Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling (1/3/2)
Prerequisites: MAC 124 and MEC 110
Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

Mathematics

MAT 050 Basic Math Skills (3/2/4)
Prerequisites: None
Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics (3/2/4)
Prerequisites: MAT 050 or satisfactory score on the college placement test
Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra (3/2/4)
Prerequisites: MAT 060 or satisfactory score on the college placement test
Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra (3/2/4)
Prerequisites: MAT 070 or satisfactory score on the college placement test
Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 115 Mathematical Models (2/2/3)
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This corse develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 **Algebra/ Trigonometry I** **(2/2/3)**

Prerequisites: MAT 070, MAT 080, MAT 090, or MAT 095, or satisfactory score on the college placement test

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 **Algebra/ Trigonometry II** **(2/2/3)**

Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 **Survey of Mathematics** **(3/0/3)**

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151 **Statistics I** **(3/0/3)**

Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 151A

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 151A **Statistics I Lab** **(0/2/1)**

Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 161 **College Algebra** **(3/0/3)**

Prerequisites: MAT 080, MAT 090, or MAT 095, or satisfactory score on the college placement test

Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/ modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics for the Associate in Arts Degree.*

MAT 162 College Trigonometry (3/0/3)
Prerequisites: MAT 161
Corequisites: None

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics for the Associate in Arts Degree.*

MAT 171 Precalculus Algebra (3/0/3)
Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 161
Corequisites: MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171A Precalculus Algebra Lab (0/2/1)
Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 161
Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 172 Precalculus Trigonometry (3/0/3)
Prerequisites: MAT 171
Corequisites: MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 172A Precalculus Trigonometry Lab (0/2/1)
Prerequisites: MAT 171
Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 175 Precalculus (4/0/4)
Prerequisites: MAT 080 or satisfactory score on the college placement test
Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Core credit will not be given for both MAT 175 and MAT 161 (or MAT 162). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 263 Brief Calculus (3/0/3)
Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general*

education core requirement in natural sciences/ mathematics.

MAT 271 Calculus I (3/2/4)
Prerequisites: MAT 172 or MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 272 Calculus II (3/2/4)
Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273 Calculus III (3/2/4)
Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280 Linear Algebra (3/0/3)
Prerequisites: MAT 271
Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 285 Differential Equations (3/0/3)
Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Mechanical

MEC 110 Introduction to CAD/CAM (1/2/2)
Prerequisites: None
Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I (1/4/3)
Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 161 Manufacturing Processes I (3/0/3)
Prerequisites: None
Corequisites: None

This course provides the fundamental principles of value-added processing of materials

into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 180 Engineering Materials (2/3/3)
Prerequisites: None
Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 250 Statics & Strength of Materials (4/3/5)
Prerequisites: MAT 121
Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Medical Assisting

MED 110 Orientation to Medical Assisting (1/0/1)
Prerequisites: None
Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 Medical Law and Ethics (2/0/2)
Prerequisites: None
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II (3/0/3)
Prerequisites: MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I (1/2/2)
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: MED 121

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II (1/2/2)
Prerequisites: MED 122 and MED 130
Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription (2/2/3)
Prerequisites: MED 122 or permission of MED program coordinator
Corequisites: None

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 Exam Room Procedures I (3/4/5)
Prerequisites: Enrollment in the Medical Assisting program, BIO 163 and MED122
Corequisites: MED 150

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I (3/4/5)
Prerequisites: Enrollment in the Medical Assisting program, BIO 163, and MED 122
Corequisites: MED 140

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding (1/3/2)
Prerequisites: MED 122 and MED 131
Corequisites: None

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Externship (15/0/0/5)
Prerequisites: Enrollment in the Medical Assisting program, OST 134, ENG 111, and successful completion of MED 100 level courses
Corequisites: PSY 118 or PSY 150

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Marketing and Retailing

MKT 120 Principles of Marketing (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing (3/0/3)
Prerequisites: None
Corequisites: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123 **Fundamentals of Selling** (3/0/3)
Prerequisites: None
Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 **Advertising and Sales Promotion** (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 **Marketing Research** (3/0/3)
Prerequisites: MKT 120
Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 226 **Retail Applications** (3/0/3)
Prerequisites: None
Corequisites: None

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

Music

MUS 110 **Music Appreciation** (3/0/3)
Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 111 **Fundamentals of Music** (3/0/3)
Prerequisites: None
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 112 **Introduction to Jazz** (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121 **Music Theory I** (3/2/4)
Prerequisites: None
Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for*

transferability as a premajor and/or elective course requirement.

MUS 122 Music Theory II (3/2/4)
Prerequisites: MUS 121
Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 131 Chorus I (0/2/1)
Prerequisites: None
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 132 Chorus II (0/2/1)
Prerequisites: MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 151 Class Music I (0/2/1)
Prerequisites: None
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 152 Class Music II (0/2/1)
Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course requirement. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 161 Applied Music I (1/2/2)
Prerequisites: None
Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 162 Applied Music II (1/2/2)
Prerequisites: MUS 161
Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 210 History of Rock Music (3/0/3)
Prerequisites: None
Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 211 History of Country Music (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 221 Music Theory III (3/2/4)
Prerequisites: MUS 122
Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 222 Music Theory IV (3/2/4)
Prerequisites: MUS 221
Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 231 Chorus III (0/2/1)
Prerequisites: MUS 132
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 232 Chorus IV (0/2/1)
Prerequisites: MUS 231
Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 261 Applied Music III (1/2/2)
Prerequisites: MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 262 Applied Music IV (1/2/2)
Prerequisites: MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Nursing Assistant

NAS 101 Nursing Assistant I (3/3/4/6)
Prerequisites: High school diploma or GED
Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

NAS 102 Nursing Assistant II (6/3/2/6)
Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina
Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

NAS 103 Home Health Care (2/0/2)
Prerequisites: High school diploma or GED
Corequisites: None

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NAS 104 Home Health Clinical (3/0/0/1)
Prerequisites: None
Corequisites: None

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. *This is a certificate-level course.*

Networking Technology

NET 110 Networking Concepts (2/2/3)
Prerequisites: CIS 110 and CIS 115
Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Networking Operating System

NOS 110 Operating System Concepts (2/3/3)
Prerequisites: RED 080 or satisfactory score on the college placement test
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 Windows Single User (2/2/3)
Prerequisites: NOS 110
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I (2/2/3)
Prerequisites: NOS 130
Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/ Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Nursing

NUR 115 Fundamentals of Nursing (6/2/3/5)
Prerequisites: CNA I Certification and enrollment in the Associate Degree Nursing program
Corequisites: BIO 168 & NUR 117

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 117 Pharmacology (1/3/2)
Prerequisites: Enrollment in the Associate Degree Nursing program
Corequisites: NUR 115

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125 Maternal-Child Nursing (6/5/3/8)
Prerequisites: BIO 275, NUR 115, NUR 133, NUR 135, and PSY 241
Corequisites: None

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 Nursing Assessment (2/3/3)
Prerequisites: BIO 168 and NUR 115
Corequisites: BIO 169

This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135 Adult Nursing I (9/5/3/9)
Prerequisites: BIO 168, NUR 115, NUR 117, and PSY 150
Corequisites: BIO 169 and NUR 133

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 Mental Health Nursing (6/3/0/5)
Prerequisites: NUR 115, NUR 117, and NUR 135
Corequisites: None

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 235 Adult Nursing II (15/4/3/10)
Prerequisites: BIO 275, NUR 135, and NUR 291
Corequisites: NUR 185

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. *Emphasis will also be placed on leadership and management principles for application in the clinical setting.*

NUR 291 Selected Topics in Nursing-Leadership (1/0/1)
Prerequisites: NUR 133 and NUR 135
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students should be able to

apply leadership and management skills in a variety of health care settings.

Office Systems Technology

OST 080 Keyboarding Literacy (1/2/2)
Prerequisites: None
Corequisites: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131 Keyboarding (1/2/2)
Prerequisites: OST 080 or satisfactory score on the college placement test
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Basic word processing functions and document formatting are introduced.

OST 134 Text Entry & Formatting (2/2/3)
Prerequisites: OST 131
Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

OST 136 Word Processing (1/2/2)
Prerequisites: OST 131 and OST 134
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *Students will learn to copy and organize diskettes and files, as well as compose, key, and complete a job under time pressure.*

OST 164 Text Editing Applications (3/0/3)
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests
Corequisites: OST 131

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. *Edited documents will be formatted properly using a computerized word processing program.*

OST 181 Introduction to Office Systems (2/2/3)
Prerequisites: OST 131
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. *In addition, telephone techniques, mail services, making travel arrangements, and meeting/conference planning are introduced.*

OST 184 Records Management (1/2/2)
Prerequisites: None
Corequisites: OST 131

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236 Advanced Word/Information Processing (2/2/3)
Prerequisites: OST 135 or OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. *Students will learn desktop publishing and presentation techniques and terminology such as composition, layout, customization, and graphic design using a number of software programs.*

OST 289 **Office Systems Management** **(2/2/3)**
Prerequisites: OST 164, OST 181, and either OST 134 or OST 136
Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. *A simulation packet is used to show mastery of table, graph, and correspondence preparation, filing, prioritization, communication skills, and us of reference materials.*

Phlebotomy

PBT 100 **Phlebotomy Technology** **(5/2/6)**
Prerequisites Enrollment in the Phlebotomy Technology program
Corequisites: PSY 118

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. *This is a certificate-level course.*

PBT 101 **Phlebotomy Practicum (9/0/03)**
Prerequisites: Enrollment in the Phlebotomy Technology program and PBT 100
Corequisites: None

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. *This is a certificate-level course.*

Physical Education

PED 110 **Fit and Well for Life** **(1/2/2)**
Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 111 **Physical Fitness I** **(0/3/1)**
Prerequisites: None
Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 113 **Aerobics I** **(0/3/1)**
Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 114 **Aerobics II** **(0/3/1)**
Prerequisites: PED 113
Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 117 Weight Training I (0/3/1)
Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 121 Walk, Jog, Run (0/3/1)
Prerequisites: None
Corequisites: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 128 Golf—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 129 Golf—Intermediate (0/2/1)
Prerequisites: PED 128
Corequisites: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 130 Tennis—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 131 Tennis—Intermediate (0/2/1)
Prerequisites: PED 130
Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 132 Racquetball—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 133 Racquetball—Intermediate (0/2/1)
Prerequisites: PED 132
Corequisites: None

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 137 Badminton (0/2/1)
Prerequisites: None
Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon

completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 139 Bowling—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 142 Lifetime Sports (0/2/1)
Prerequisites: None
Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143 Volleyball—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 144 Volleyball—Intermediate (0/2/1)
Prerequisites: PED 143
Corequisites: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 145 Basketball—Beginning (0/2/1)
Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 146 Basketball—Intermediate (0/2/1)
Prerequisites: PED 145
Corequisites: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Philosophy

PHI 215 Philosophical Issues (3/0/3)
Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230 Introduction to Logic (3/0/3)
Prerequisites: ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.*

PHI 240 **Introduction to Ethics (3/0/3)**
Prerequisites: ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Physics

PHY 110 **Conceptual Physics (3/0/3)**
Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests
Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A **Conceptual Physics Lab (0/2/1)**
Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory score on the college placement test
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 131 **Physics—Mechanics (3/2/4)**
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests and MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 **College Physics I (3/2/4)**
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placements tests and MAT 161, MAT 171, or MAT 175
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 **College Physics II (3/2/4)**
Prerequisites: PHY 151
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251 **General Physics I (3/3/4)**
Prerequisites: MAT 271
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved

and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 General Physics II (3/3/4)
Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Political Science

POL 120 American Government (3/0/3)
Prerequisites: None
Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130 State & Local Government (3/0/3)
Prerequisites: None
Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

POL 210 Comparative Government (3/0/3)
Prerequisites: None
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220 International Relations (3/0/3)
Prerequisites: None
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Psychology

PSY 118 Interpersonal Psychology (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology (3/0/3)
Prerequisites: RED 090 or satisfactory score on the college placement test
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 246 Adolescent Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 263 Educational Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course.*

PSY 265 Behavioral Modification (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281 Abnormal Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Reading

RED 080 Introduction to College Reading (3/2/4)
Prerequisites: RED 070 or ENG 075 or satisfactory score on the college placement test
Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 090 **Improved College Reading** **(3/2/4)**
Prerequisites: RED 080 or ENG 085 or satisfactory score on the college placement test
Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

Religion

REL 110 **World Religions** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 **Introduction to Old Testament** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 **Introduction to New Testament** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Substance Abuse

SAB 110 **Substance Abuse Overview** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120 **Intake and Assessment** **(3/0/3)**
Prerequisites: None
Corequisites: None

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 125 **SAB Case Management** **(2/2/3)**
Prerequisites: SAB 120
Corequisites: None

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 135 Addictive Process (3/0/3)
Prerequisites: PSY 150
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 Substance Abuse Counseling (2/2/3)
Prerequisites: None
Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 230 Family Therapy (2/2/3)
Prerequisites: None
Corequisites: None

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

SAB 240 SAB Issues in Client Services (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

Information Systems Security

SEC 110 Security Concepts (3/0/3)
Prerequisites: CIS 110 and NET 110
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210 Introduction to Sociology (3/0/3)
Prerequisites: RED 090 or satisfactory score on the college placement test
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family (3/0/3)
Prerequisites: None
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220 Social Problems (3/0/3)
Prerequisites: None
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225 Social Diversity (3/0/3)
Prerequisites: None
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Spanish

SPA 111 Elementary Spanish I (3/0/3)
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II (3/0/3)
Prerequisites: SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120 Spanish for the Workplace (3/0/3)
Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211 Intermediate Spanish I (3/0/3)
Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II (3/0/3)
Prerequisites: SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Truck Driver Training

TRP 100 Truck Driver Training (6/18/12)
Prerequisites: None
Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon

completion, students should be able to demonstrate the skills required for the commercial driver's license and employment. *This is a certificate-level course.*

Web Technologies

WEB 110 Internet/Web Fundamentals (2/2/3)

Prerequisites: None
Corequisites: None

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

WEB 111 Introduction to Web Graphics (2/2/3)

Prerequisites: None
Corequisites: WEB 110

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup and Scripting (2/2/3)

Prerequisites: OST 080 or satisfactory score on the college placement test and WEB 110
Corequisites: None

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic Java Scripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

WEB 120 Introduction to Internet Multimedia (2/2/3)

Prerequisites: WEB 111 or permission of instructor.
Corequisites: None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools (2/2/3)

Prerequisites: OST 080 or satisfactory score on the college placement test and WEB 110 or permission of instructor.
Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210 Web Design (2/2/3)

Prerequisites: ENG 080, OST 080, and RED 090 or satisfactory scores on the college placement tests and WEB 111 or permission of instructor.
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

WEB 230 Implementing Web Server (2/2/3)

Prerequisites: ENG 080, RED 090, or satisfactory scores on the college placement tests and NET 110 or NET 125 and CIS 110 and WEB 110 or permission of instructor.
Corequisites: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the

web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites (2/2/3)

Prerequisites: ENG 080 or satisfactory score on the college placement test, DBA 110, and WEB 140

Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 260 E-Commerce Infrastructure (2/2/3)

Prerequisites: WEB 250

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

Administration, Faculty & Staff

Board of Trustees 2006-2007

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- SGA President

The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7:30 p.m. in the Board Room of Kirkman House on the Main Campus in Statesville.

Administrative Offices

Office of the President

Dr. Douglas O. Eason ..... ***President***
Sarah Davis ..... *Executive Secretary to the President & the Board of Trustees*

Office of the Executive Vice-President for Development and College Relations

Dr. William C. Findt ***Executive Vice-President for Development & College Relations***
Vicki Holland ..... *Administrative Assistant to the Executive Vice-President*
VACANT ..... *Coordinator of Alumni Services & Institutional Advancement*
Kathy Holland ..... *Development/ Information Specialist*
Ann Kelly ..... *MCC Endowment for Excellence Specialist*

Office of the Vice-President for Instruction

Dr. Tim Brewer ..... ***Vice-President for Instruction***
Sandra Cox ..... *Administrative Assistant to the Vice-President for Instruction*
Craig Achen ..... *Instructional Technology Specialist*
Mary Ellen Goldstein ..... *Director of Institutional Research*
Wilma Lambert ..... *Data Technician*

Ron Davis ..... *Director of Business/ Engineering Technologies*
Angie Goodman ..... *Administrative Assistant to Director of Business/ Engineering Technologies*
Dr. Roxanne Newton ..... *Director of Humanities/Fine Arts*
Denise Benfield ..... *Administrative Assistant to the Director of Humanities*
Randall Willie *Career Center & Co-op Student Job Placement Director*
Katha Stewart ..... *Administrative Assistant to Co-op Student Job Placement Director*
Manuel Dudley ..... *Director of General Education*
Mary McClish ..... *Administrative Assistant to Director of General Education*
Dr. Camille Reese ..... *Director of Nursing, Allied Health & Public Services Technologies*
Rebecca Manning .... *Administrative Assistant to Director of Nursing, Allied Health & Public Service Tech*
Rex Klett ..... *Director of Learning Resources*
Vicki Caldwell ..... *Librarian*
Carolyn Morrison ..... *Library Technician/ Minority Teacher Development Coordinator*
Joan Jordan ..... *Library Technician (Acquisitions)*
Daniel McHargue ..... *Audiovisual Services Technician*
Crystal Dagenhardt ..... *Library Assistant*
Brett Fansler ..... *Director, Mooresville Center/ Director of Industry Training*
Margaret Rankin Russell ..... *Administrative Assistant Mooresville Center*
Theresa Spencer ..... *Records, Registration & Technology Coordinator*
Martha Hart ..... *Evening/Weekend Coordinator*
Judy Hewitt ..... *Evening Receptionist*
Elaine Hamilton ..... *Continuing Education Class Coordinator*

Office of the Vice-President of External Programs & New Program Development

Judy Morgan ..... ***Vice-President of External Programs & New Program Development***
VACANT ..... *Administrative Assistant to Vice-President of External Programs & New Program Development*
Tara Cashion ..... *Coordinator of Secondary/ Postsecondary Programs*

Office of the Dean of Student Services

Dan Manning ..... ***Dean of Student Services***
Bonnie McCurry ..... *Administrative Assistant to the Dean of Student Services*
Carolyn Gray ..... *Receptionist*
Brenda Sawyer ..... *Director of Admissions & Records*
Nancy Fields ..... *Student Records Technician*
Sandy Wallace ..... *Admissions Technician*
Erin Baham ..... *Admissions & Records Technician*
Candace Cooper ..... *Director of Financial Aid*
Tracy Rapp ..... *Assistant Financial Aid Director/VA Coordinator*
Beverly Brown ..... *Financial Aid Specialist*
Ann Saunders ..... *Financial Aid Specialist*
Susan Kulenkamp ..... *Financial Aid Receptionist/Child Care*
Nancy Setzer ..... *Financial Aid Receptionist*
William Jennings ..... *Director of Counseling*
Elizabeth Richardson ..... *Counselor/ International Student Advisor*
Mary Wall ..... *Counselor/Recruiter*
Donovan Kirby ..... *Counselor/Coordinator of Special Populations/Disability Services*
Nikkole Davis ..... *Counselor/Coordinator of Student Activities*
Tiffany Millsaps ..... *Administrative Assistant to Student Activities*
Wendy Tobin ..... *Counselor, Mooresville Center*
Lynne Lepley ..... *Chaplain*
Dianne Tomlin ..... *Evening Receptionist*
Joyce Rumple ..... *Evening Receptionist*
Janie Patterson ..... *Curriculum Maintenance Technician*

Office of the Vice-President of Workforce Development and Continuing Education

Carol Johnson ..... ***Vice-President of Workforce Development and Continuing Education***
Cheryl Sells .... *Administrative Assistant to the Vice-President of Workforce Development and Continuing Education*
Wanda Corriher ..... *Coordinator of Allied Health Programs*
Joyce Chambers ..... *Administrative Assistant, Allied Health*
Sherry Clarke ..... *Basic Skills Instructional Coordinator*

Beverly Hedrick ..... *HRD Coordinator*
Betty Scipione ..... *NEI/FIT Director*
Donna Worrell ..... *Administrative Assistant Business/Industry Services*
Michael Tucker ..... *Small Business Center Director*
Margaret Young ..... *Cashier/Records Clerk*
Candy Putnam ..... *Director of Basic Skills*
Stacey Greene ..... *Administrative Assistant for Basic Skills*
VACANT ..... *Director, Occupational Extension & Community Services*
Cabanna Pierce ..... *Administrative Assistant, Occupational Extension*
Cindy Wagner ..... *Computer Operator*
Gordon Knight ..... *Public Safety Coordinator*
Tina Fleming ..... *BLET Coordinator*
Sharon Watkins ..... *Day Receptionist*
Dinah Young ..... *Day Receptionist*
Kathy Pope ..... *Evening Receptionist*
Barbara Morrison ..... *Evening Receptionist*
Mamie Houston ..... *Coordinator of South Statesville Skills Center*
Peggy Murdock ..... *Basic Skills Intake Specialist*
Pam Sailors ..... *CNA Lead Instructor*
Joe Barone ..... *Evening Director*
Deborah Pierce ..... *Evening Director*
Beverly Hedrick ..... *HRD/Coordinator Project H.E.A.L.T.H.*
Pam Robinson ..... *HRD Intake/ Assessment Specialist*

Office of the Vice-President for Finance and Administration

Richard Lefevre ..... *Vice-President for Finance & Administration*
Ellen Bedore ..... *Administrative Assistant to the Vice-President for Finance & Administration*
Jeff Benfield ..... *Director of Institutional Technology*
Mark Niswonger ..... *IT Coordinator*
Marie Prather ..... *IT Systems Administrator*
Dustin Howell ..... *IT Assistant Systems Administrator*
Joyce Roseberry ..... *IT Groupwise Systems Administrator*
Jeff Sherrill ..... *IT Instructional Technology Coordinator*
David Armstrong ..... *IT Campus Network Administrator*
Jodee Fulton ..... *Director of Human Resources*
Lee Jan Waddell ..... *Human Resources Technician*
Gary Johnson ..... *Executive Director of Facilities & Auxiliary Services*
Donna Arnett ..... *Bookstore Manager*
Angela Hoover ..... *Bookstore Assistant/ Mailroom Coordinator*
David Damron ..... *Mailroom Clerk/ Internal Courier*
Michael Brown ..... *Facilities Support Services Superintendent*
Donald Clark ..... *Housekeeping Technician*
Velva Stevenson ..... *Housekeeping Technician*
Mary Jeanne Compton ..... *Housekeeping Technician*
Barbara Dobbins ..... *Housekeeping Technician*
Marcella James ..... *Housekeeping Technician*
Milton Beamon ..... *Grounds Supervisor*
Terry Braddock ..... *Grounds Technician*
Robert Johnson ..... *Housekeeping/ Grounds Technician*
Charles Shuford ..... *Grounds Technician*
David Galliher ..... *Grounds Technician*
Jerry Goble ..... *Grounds Technician*
Bruce Sowers ..... *Grounds Technician*
David Patterson ..... *Grounds Technician*
Jeffery Holland ..... *Grounds Technician*
Lamont Kinney ..... *Grounds Technician*
David Heinmiller ..... *Director of Safety and Security*
Sharon Ellis ..... *Administrative Assistant Receptionist/Security*
Cathy Rasnick ..... *Security Supervisor*
Richard Perkins ..... *Security Supervisor*
Judy Phillips ..... *Printing & Graphic Design Services Center Coordinator*
Ingrid Gaither ..... *Printing Technician/ Publishing Assistant*
Barbara Wheeler ..... *Director of Financial Services*
Pam Hilton ..... *Financial Analyst*
Chuck Howell ..... *Accounting Supervisor*
Kim Dixon ..... *Accounts Receivable Coordinator*
Tonya Benge ..... *Accounts Receivable Specialist/Cashier*
Sandra Cockerham ..... *Payroll Administrator*
Kristen Morgan ..... *Payroll Assistant*
Kathy Hester ..... *Accounting Specialist*
Christina Brown ..... *Accounting Clerk*
Lisa Taylor ..... *Accounts Receivable Specialist/Cashier*
Carol Setzer ..... *Accountant*
Shirley Lambert ..... *Financial Assistant*
Tammy Rackley ..... *Procurement Officer/ Equipment Coordinator*
Anya Morrison ..... *Financial Services Assistant*

Administration, Faculty and Staff

All employee e-mail addresses are in the following format:
first initial of first name last name@mitchellcc.edu (ex. cachen@mitchellcc.edu)

Achen, Craig ..... **Instructional Technology Specialist**
A.A.S Mitchell Community College

Armstrong, David ..... **CIS Network Integration Coordinator**
A.A.S. Nashville State Technical Institute

Arnett, Donna.....**Bookstore Manager**
A.A.S. Mitchell Community College; B.S. Gardner Webb University

Baham, Erin ..... **Admissions Technician**
B.A. Southeastern Louisiana University

Bailey, Phyllis.. **Developmental Mathematics**
B.S. Livingstone College; M.P.A. State University of New York at Albany; Developmental Education Specialist Certification

Bare-Gregory, Dale ..... **Cosmetology**
Diploma, Carolina Beauty College; Certificate, Instructor Training; Carolina Beauty College; A.A.S. Mitchell Community College

Beamon, Milton .....**Grounds/ Maintenance Supervisor**

Bedore, Ellen..... **Administrative Assistant, VP for Finance & Administration**
Accounting Certificate, Mitchell Community College; Certified Professional Secretary

Benfield, Denise.... **Administrative Assistant, Director of Humanities**
A.A.S. Mitchell Community College

Benfield, Jeff .....**Director, Institutional Technology**
B.S. University of Phoenix; M.S. University of Phoenix

Benge, Tonya .....
A.A.S. Mitchell Community College

Braddock, Terry ..... **Facilities Technician**

Brewer, Judy ..... **Program Coordinator, Office Systems Technology**
A.A. Central Piedmont Community College; B.S. University of North Carolina at Charlotte

Brewer, Tim ..... **VP for Instruction**
B.S. Mars Hill College; M.R.R. NC State; Ed.D. NC State

Brown, Beverly..... **Financial Aid Specialist**
A.A.S. Harrisburg Area Community Colleges; B.S. University of Maryland University College; M.S. University of Maryland University College

Brown, Christina ..... **Accounting Clerk**
A.A.S. Mitchell Community College

Brown, Michael..... **Facilities Superintendent**

Buelin, Rex ..... **Sociology**
A.A. Surry Community College; B.S.B. Appalachian State University; M.A. Appalachian State University

Caldwell, Kesley .....**Information Systems**
A.A.S. Central Piedmont Community College; Microsoft Certified Visual Fox Pro Programmer

Caldwell, Vicki ..... **Librarian**
A.A. Mitchell College; B.A. Mars Hill College; M.L.S. Appalachian State University

Cannon, Ryan ..... **Psychology**
B.A. Gardner-Webb University; M.S. Gardner-Webb University

Cashion, Tara .... **Coordinator of Secondary/ Postsecondary Programs**
B.A. University of North Carolina at Charlotte

Chambers, Joyce .... **Administrative Assistant**
A.A.S. Mitchell Community College

Chang, Aspen ..... **Biology**
B.S. North Carolina State University; M.B.T. North Carolina State University

Channing, Jill ..... **English**
B.A. Wright State University; M.A. Wright State University

Clark, Donald ..... **Facilities Technician**

Clarke, Sherwyn ..... **Basic Skills Instructional Coordinator**
B.S. Appalachian State University

Cockerham, Sandra ..... **Payroll Officer**
A.A.S. Mitchell Community College

Compton, Jeanne ..... **Facilities Technician**

Cooper, Candace..... **Director, Financial Aid**
B.S. Georgia College State University

Cooper, Lisa C. ..... **Criminal Justice**
B.S. University of North Carolina at Charlotte; M.S. University of South Carolina

Cornelius, Sheryl .....**Assoc.Degree Nursing**
A.D.N. Mitchell Community College; B.S.N. Winston-Salem State University; M.S.N. Duke University

Corriher, Wanda .... **HRD-Plus Coordinator; Project H.E.A.L.T.H**
B.S.N. Gardner-Webb University

Cox, Mike ..... **Developmental English**
A.S. Lakeland Community College; B.A. Eastern Illinois University

Cox, Sandra..... **Administrative Assistant,** VP for Instruction
B.S. Eastern Illinois University

Damron, David ..... **Mailroom Courier**

Davis, Nikkole ..... Admissions Specialist/ Counselor/Coordinator, Student Activities
B.A. Winthrop University; M. Ed. University of Georgia

Davis, Ron ..... Director, Business/ Engineering Technologies
B.S. Eastern Kentucky University; M.A. Appalachian State University; Ed.S. Appalachian State University

Davis, Sarah ..... Executive Secretary, President/Board of Trustees
Business Diploma, Kings Business College; Study at University of North Carolina at Greensboro

Dellinger, Sally ..... Program Coordinator, Human Services
B.A. Winthrop University; M.Ed Winthrop University, North Carolina Licensed Clinical Addictions Specialist

Dixon, Kim ..... Accounts Receivable Coordinator
A.A.S. Mitchell Community College

Dobbins, Barbara ..... Facilities Technician

Dudley, Manuel ..... Director, General Education
B.S., M.S., Ed. S., University of North Carolina at Greensboro

Dunst, Dede ..... Program Coordinator, Early Childhood
B.A. Queens College; M.Ed. University of North Carolina at Charlotte

Eason, Douglas ..... President
B.A. Hendrix College; M.A. University of Arkansas; Ph.D. Vanderbilt University

Elmore, Gail Lee ..... Program Coordinator, Computer Programming & Information Systems/Distance Learning
A.A.S. Catawba Valley Technical College; B.T. Appalachian State University; M.A. Appalachian State University

Eudy, Wendy ..... Communications
B.S. Appalachian State University; M.A. University of Georgia

Fansler, Brett ... Director, Mooresville Center
B.S./B.A. Western Carolina University; M.B.A. Gardner-Webb University

Fields, Nancy ... Student Records Technician
A.A./A.A.S. Mitchell Community College

Findt, William ..... Executive VP for Development & College Relations
B.A. Wake Forest University; M.A. Appalachian State University; Ed.D. Virginia Polytechnic Institute and State University

Flake, Mark ..... Art
B.F.A The University of Memphis; M.F.A. East Tennessee State University

Fleming, Tina ..... Basic Law Enforcement Training
B.S. Gardner-Webb University

Fulton, Jodee ..... Director, Human Resources
A.A., A.S. Sinclair Community College; B.S. Gardner-Webb University; Professional Human Resources Certification

Galliher, David ..... Facilities Technician

Garcia, Eddie ..... Program Coordinator, Foreign Language
B.A. Foreign Language Institute, University of Havana; M.A. University of North Carolina at Charlotte

Goble, Jerry ..... Facilities Technician

Goins, Emily ..... Chemistry
B.S. North Carolina State University, M.S. University of North Carolina at Charlotte

Goldstein, Mary Ellen ..... Director, Institutional Effectiveness
B.A. Immaculata University; M.B.A. University of Massachusetts Amherst

Goodman, Angie ... Administrative Assistant, Director of Business
A.A.S, Mitchell Community College

Gordon, Anna ..... Associate Degree Nursing
B.S.N. University of North Carolina at Chapel Hill; M.S.N. University of North Carolina at Charlotte

Gray, Carolyn ..... Receptionist

Greene, Patty ..... Associate Degree Nursing
A.D.N. Rowan-Cabarrus Community College; B.S.N. Gardner-Webb University; M.S.N. Winston-Salem State University

Greene, Stacey ..... Administrative Assistant, Basic Skills
A.A.S. Accounting, A.A. Mitchell Community College

Hedrick, Beverly ..... Human Resources Development Coordinator
A.A. Mitchell Community College; B.A. University of North Carolina at Charlotte; M.A. University of North Carolina at Charlotte

Heinmiller, David ..... Director of Security
B.S. University of New Haven, Connecticut; M.A. Iona College

Herbert, Cathy ..... Associate Degree Nursing
B.S. University of Rhode Island; M.S. University of Rhode Island

Herman, Stephen ..... Program Coordinator, Social Science
B.A. Lenoir-Rhyne College; M.A. Appalachian State University; Ed.S. Appalachian State University

Hester, Kathy ..... Accounting Specialist

Hilton, Pam ..... **Financial Analyst**
A.A.S. Mitchell Community College; B.A. Gardner-Webb University

Holland, Jeffery ..... **Facilities Technician**

Holland, Vicki ..... **Administrative Assistant, Executive VP for Development & College Relations**

Hoover, Angela ..... **Mailroom Coordinator**

Houpe, Audra ..... **Cosmetology**

Houston, Mamie ..... **Coordinator, South Statesville Skills Center**
B.A. Livingstone College

Howell, Chuck ..... **Accounting Supervisor**
B.S. University of Southern Mississippi

Howell, Dustin ..... **Assistant Systems Administrator**
A.A.S. Mitchell Community College; B.S. Gardner-Webb University

Iruka, Alphaeus. ..... **Business Administration**
B.S. Gardner-Webb University; M.S. University of North Texas; Ph.D. University of North Texas; Post-Doctoral Studies, Gardner-Webb University

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